Atlas User Manual

(covering the **Search, Import spreadsheet, Codes** and **Species** menus**)**

for Registered and Licensed Users

Version 1.2

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1. Introduction

This manual provides a step by step guide for registered and licensed users to access and submit sightings in the Atlas of NSW Wildlife Database.

The manual covers the following modules available through the Atlas of NSW Wildlife web-based application:

- **Search** – search on existing sightings to create reports and maps.
- **Import spreadsheet** - submit non-survey datasets via a standard spreadsheet for import into Atlas.
- **Codes** – view all values associated with individual Atlas codes (e.g. Observation type).
- **Species** – view taxonomic details for fauna and flora species.

Please note that separate manuals are available for the;

- **Fauna Survey** module, and
- **VIS Flora Survey** module.

2. Background

2.1 What is the Atlas of NSW Wildlife?

The Atlas of NSW Wildlife (Atlas) is the Office of Environment and Heritage's (OEH's) corporate database of flora and fauna records. It serves as the portal for supplying NSW government-held information to biodiversity informatics initiatives, such as the Commonwealth's Terrestrial Ecosystem Research Network (TERN) and the Atlas of Living Australia (ALA). The Atlas contains sightings of plants, mammals, birds, reptiles, amphibians, some invertebrates (generally those threatened in NSW), some fungi (generally those threatened in NSW) and some fish. Essentially any species that has been taxonomically described can be included.

The Atlas database comprises a number of modules including the Fauna Survey module and the VIS Flora Survey module (previously known as "YETI"). The VIS Flora Survey module is one of the components of OEH's distributed Vegetation Information System (VIS). The other components of the VIS are physically separate from the Atlas, and include VIS Map Catalogue, and VIS Classification (previously known as the NSW VCA database).

The Atlas database has existed in various formats since the 1980's. It was originally developed by the NSW National Parks and Wildlife Service to store vascular flora and vertebrate fauna sightings recorded by NPWS staff and also store unusual sightings reported from members of the public. The Atlas covers all of NSW and may include some records from neighbouring states, though it is not a comprehensive inventory of all species, or all locations of species in NSW.

2.1.1 Where does all the data come from?

The records in the Atlas of NSW Wildlife come from a number of sources, including:

- survey sightings records from the Atlas's in-built flora and fauna survey modules
- records from consultants, research scientists and others as part of the Scientific Licence procedure
- incidental sightings records from the public, and

- records from other custodians including the National Herbarium of NSW, the Australian Museum, Forests NSW, NSW Fisheries and the Australian Bird and Bat Banding Scheme, that have licensed OEH to distribute their data.

The scientific licence procedure

To carry out a flora or fauna survey in NSW, a Scientific Licence needs to be entered into between the surveyor and OEH (Section 132(C) of the *National Parks and Wildlife Act 1974* (NPW Act)), for:

- fauna surveys, where there is the potential to harm protected species, either directly, e.g. through the use of sampling devices such as traps or hair tubes or indirectly e.g. through the accidental transfer of disease into frog habitats
- flora surveys, where samples are taken from protected plants (listed under the Schedules of the NPW Act) or from threatened flora species, endangered populations or endangered ecological communities (listed under the schedules of the *Threatened Species Conversation Act 1995* (TSC Act))
- surveys proposed on lands gazetted under the NPW Act or within critical habitat declared under the TSC Act.

It is a condition of this licence that a full report of **all** species records collected during surveys is provided back to OEH for inclusion in the Atlas database. Where the area to be surveyed is on private land, it is the responsibility of the person who has signed the Scientific Licence intending to carry out the work, to inform the landholder of this condition. No other clauses can over-rule this agreement (e.g. after signing a scientific licence, the licencee cannot argue that they are bound by a confidentiality agreement with a landholder which prevents them from passing survey data on to OEH). Note that some surveys such as bird surveys are non-invasive and therefore will not require a Scientific Licence, though such surveys that include call playback probably will.

Part 1 of the *Reporting requirements* of the Scientific Licence lists the required details and format to record sightings, as well as the process by which records must be submitted.

Scientific Licence Reporting Requirements (Part 1)

It is a requirement of all S132c licences issued that a full report of the actual work carried out under licence be submitted at the end of the licensing period and before any renewal will be granted. The report must include;

(a) details of **ALL** animals, plants, materials or activities, collected, captured, observed or undertaken under the licence including

(b) species identification

(c) precise locality description

(d) **precise geographic coordinates** (AMG/MGA or latitude/longitude) including datum, accuracy and whether a GPS was used), and

(e) **date** of trapping, observation or collection.

(f) A list of locations surveyed (including geographic coordinates) must be included for those licences authorising flora and fauna surveys.

(g) Data must be provided at an **accuracy of not less than 100m** without suitable justification.

(h) Reports must be in the **standard OEH excel format**, available at http://www.environment.nsw.gov.au/resources/Atlas/AtlasDatasheet.xls

(i) Completed reports are to be **uploaded online, under a secure login**. Contact atlas@environment.nsw.gov.au for account details and guidelines.

(j) Failure to submit a valid and full report will delay or prevent the renewal of a licence and may also incur an infringement notice for a breach of licence conditions ($300).

(k) Failure to submit a report may be considered sufficient grounds for cancelling a licence.

Scientific licensing is managed by the Wildlife Licensing and Management Unit (WLMU) and is a separate agreement from the Atlas of NSW Wildlife Data Licence.

More information on the Scientific Licence conditions can be found at:
www.environment.nsw.gov.au/wildlifelicences/ScientificResearchLicences.htm

2.1.2 Limitations

When accessing data from the Atlas, it is important to be aware of the limitations of the data.

The Atlas is not comprehensive

Data in the Atlas, while extensive, is by definition patchy and as such will not provide you with the full distribution of a species. Except in areas where comprehensive survey information has been incorporated into the database, the search results for a particular area are based on a mix of reported sightings.

Data collection is often biased

Some areas are particularly poorly represented e.g. there are relatively few records for flora species in western NSW, and there are relatively few records across the state for fauna or flora sightings on private land. Sightings may follow patterns of human movement, such as along roads, and contributors (not bound by the requirements of a Scientific Licence) can often focus their efforts on recording threatened or rare species. As a result common and introduced species can be under-represented.

Data is not necessarily an accurate representation of current abundance

It is important to realise that the number of recorded sightings for a species does not necessarily correspond to the actual abundance of that species in NSW. A lack of sightings of a species at a particular location does not necessarily indicate its absence, just the same as multiple records of a species at a location doesn't necessarily mean the species is abundant (e.g. could be a single plant recorded on multiple dates by different people, with slightly different coordinate readings).

Records are a mix of both historical and current data, and as such, are not intended to be a current snapshot for an area or species.

The accuracy of individual locations vary

Due to the differing methods to collect records, there is variation in the accuracy of the location at which records are collected. The locations of some species are collected via a GPS and will therefore be accurate to 10 to 50 metres. While some records collected outside of the Scientific Licence process (such as species lists for properties, or historical records from published documents) can be quite coarse.

The Atlas database does not contain certain types of information

- The Atlas is a database of the *presence* of individual species so does not record or report on species absence (except for survey sites recorded in the survey modules of Atlas), and
- With the exception of records that are tagged as being part of an Endangered Population, information on entities other than species (i.e. threatened ecological communities and key threatening processes) are stored in the TS Profiles module of Atlas. While these details are available via the Search module, individual records of communities and threatening processes cannot be entered.

- Critical habitat is not contained in the Atlas. Spatial information for Critical Habitat is available via the register of declared critical habitat or via the OEH data download site.

The Atlas is not guaranteed to be free from errors

The Atlas may contain errors. If you suspect an error in any Atlas record, please notify the WDU by supplying the *Unique Sighting Key* and details regarding the field in question (e.g. species name, location description/coordinates).

2.1.3 Access to data in the Atlas system

Sensitive Species Data Policy and the *GIPA Act*

Access to data held in the Atlas system is governed by:

- The *Government Information (Public Access) Act 2009* (GIPA Act).

Under this Act, all government-held information should be accessible to the public and information should only be withheld if it is necessary to do so in the public interest.

- OEH's Sensitive Species Data Policy

"Sensitive" species are those threatened flora and fauna species which are identified under the Sensitive Species Data Policy as being particularly sensitive to threats such as collection or disease. Precise locational data for sensitive species is not made publicly available by OEH, and this information is exempt from disclosure for the purposes of the GIPA Act.

Restrictions on release of personal information

As a public sector agency, OEH is bound by the *Privacy and Personal Information Act 1998* (NSW). Contributors providing sightings records are asked for personal details, to allow checking and verification of sightings records, but OEH does not release sighting observer details to third parties.

This restriction does not apply to survey datasets stored in the VIS Flora Survey module and Fauna Survey module, where observer names are available to clients with an Atlas login, and contributors are reasonably likely to be aware that this information might be disclosed.

2.2 Governance and accountabilities

2.2.1 Who to contact

The Wildlife Data Unit's role is primarily the day-to-day management of the Atlas, which covers the maintenance, importation, validation and supply of data. We can be contacted by a share e-mail at atlas@environment.nsw.gov.au.

3. Apply for login access

Apply for login access via the Bionet homepage www.bionet.nsw.gov.au. Apply by clicking on the Apply for a login link and completing the required details. Your information will then be sent via e-mail to the WDU, who will then get back in touch with you to provide your account details, or if further clarification is sought.

3.1 Levels of access

The Atlas system has different levels of user-access, as described below.

3.1.1 General Public access (no login required)

The majority of the data held in Atlas is made available to the general public by OEH, via the BioNet-Atlas, VIS and Threatened Species websites. However precise location information for "sensitive" species, and observer names for sightings, are not publicly disclosed:

- In the public **Atlas search** module, records for category 2 sensitive species are denatured to 0.1 degrees (~ 10km); records for category 3 sensitive species are denatured to 0.01 degrees (~ 1km). Location description notes are not provided.
- In the public **VIS Flora survey** module, records for category 2 and 3 sensitive species are withheld.
- There is no public access to the Fauna survey module to query the underlying site information, although the Search module will return all relevant species records contained in the Fauna survey module.

3.1.2 Registered Public access

Members of the public who do not require access to precise locational information for sensitive species, but who require access to some of the more specialist functions of the Atlas system, may register for non-licensed login access. Registered users can:

- Access the **Import spreadsheet, Species** and **Code**s modules, in order to upload sightings spreadsheets (for example to fulfil Scientific Licence requirements).
- Query the **TS profiles** module, which contains profiles of threatened species, populations and communities and information about key threatening processes. This information is also available, without login, via the public Threatened Species and BioNet –Atlas websites.
- Access the **Data Analysis function of the VIS Flora Survey module**, to export data and carry out data analysis.

3.1.3 Access for clients who hold an Atlas Data Licence

Parties who hold an Atlas Data Licence are provided with licensed login access to the database. The Atlas Data Licence is renewed annually and user access permissions are checked and updated at this time. There are two categories of licensed clients:

(a) General

- Clients have access to all the modules available to registered users i.e. Atlas Search, VIS Flora survey (including Data Analysis), Import spreadsheet, Codes, Species and TS profiles.
- In addition, clients have access to the **Fauna survey** module.
- In the Atlas Search module, location notes are available except for records of category 2 sensitive species.

- Records for category 3 sensitive species are available at ‘as-held’ accuracy in the sightings and survey modules; and location description notes are available for these species.
- Records for category 2 sensitive species are denatured to 0.01 degrees (~ 1km) in the Search module, and location description notes are withheld for these species.
- Records for category 2 species are not available in the survey modules (which record multiple species at a single site).
- No observer details are available in the sightings module; observer information is available in the survey modules.

(b) Licensed users with survey data entry rights

Users who, in addition to holding an Atlas Data Licence, have been assigned survey data entry/edit rights (linked to login) pursuant to signing an Atlas Survey Data Provider Agreement.

Conditions as for General licensed users, as well as:

- clients are authorised to enter survey data into the VIS Flora Survey and Fauna Survey modules.
- clients have access to records for category 2 sensitive species at ‘as-held’ accuracy in their own survey datasets.
- clients have edit rights to their own survey datasets*

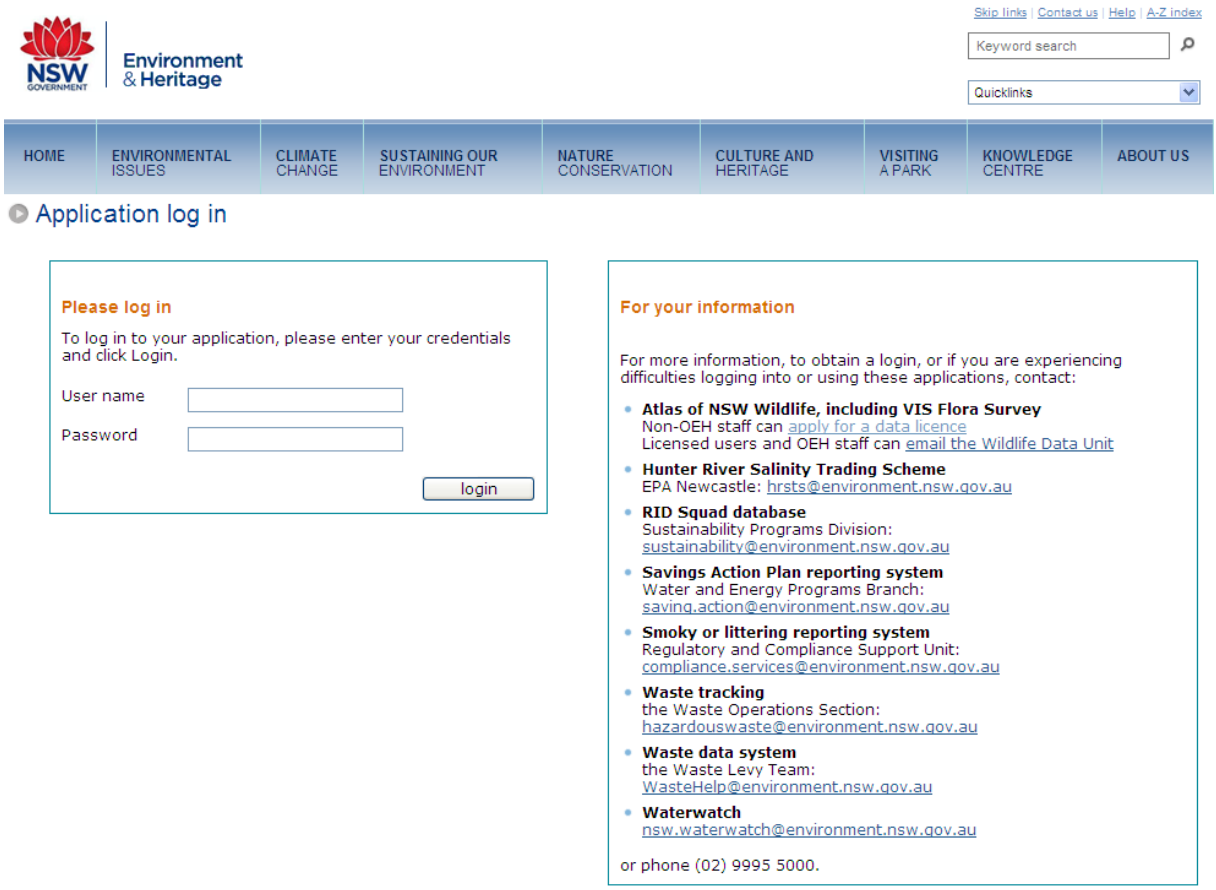
*note that clients do not have data entry/edit rights for observer information. Due to privacy issues, the observer table is maintained by the Atlas system administrator.

4. Getting started

4.1 How to login

- Once you have received account access from the WDU, go to the Bionet website and click on the **Login here** link button.

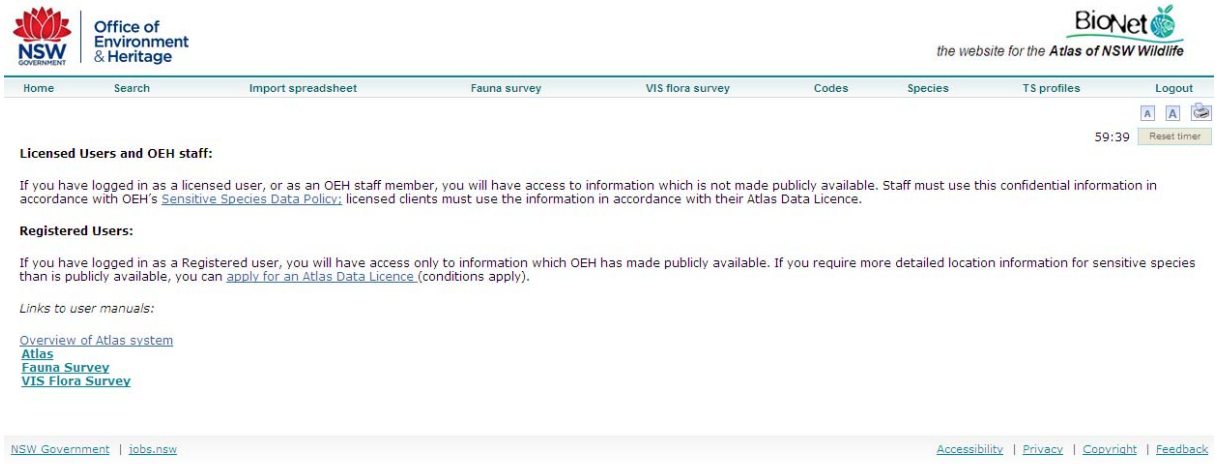
You will then be directed to OEH's online security portal (as shown below).



- Enter your **user name** and **password*** and click on the login button.

* Note that your password is case-sensitive.

The following Atlas homepage will appear, providing you access to various modules via drop-down menus.


Office of Environment & Heritage
BioNet
the website for the Atlas of NSW Wildlife
Home
Search
Import spreadsheet
Fauna survey
VIS flora survey
Codes
Species
TS profiles
Logout
59:39
Reset timer
Licensed Users and OEH staff:
If you have logged in as a licensed user, or as an OEH staff member, you will have access to information which is not made publicly available. Staff must use this confidential information in accordance with OEH's Sensitive Species Data Policy; licensed clients must use the information in accordance with their Atlas Data Licence.
Registered Users:
If you have logged in as a Registered user, you will have access only to information which OEH has made publicly available. If you require more detailed location information for sensitive species than is publicly available, you can apply for an Atlas Data Licence (conditions apply).
Links to user manuals:
Overview of Atlas system
Atlas
Fauna Survey
VIS Flora Survey
NSW Government | jobs.nsw
Accessibility | Privacy | Copyright | Feedback

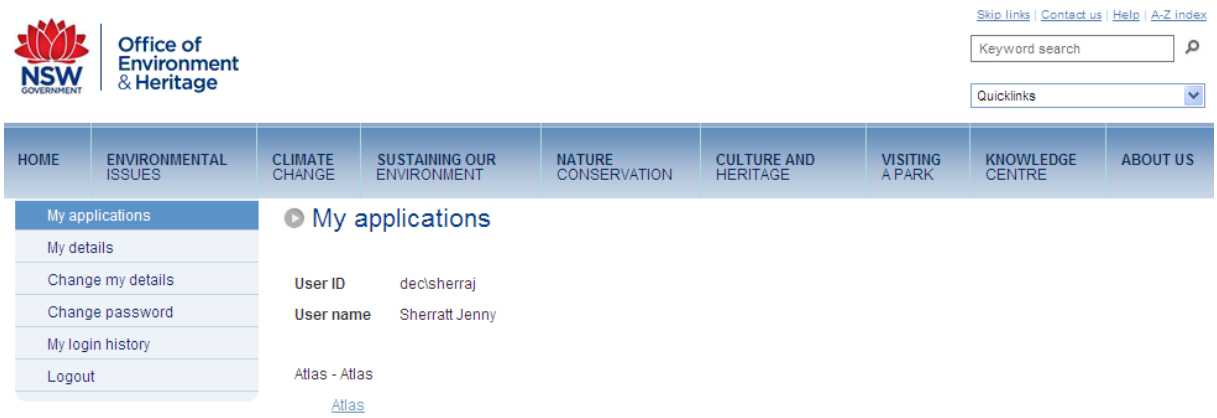
4.2 How to logout

Once you have finished with your Atlas session, you can either;

- close the Windows Internet Explorer session (as you would any internet session) and you will be logged out automatically, or
- click on the **Logout** menu.

You will then be re-directed back to the OEH online security portal login page.

Note that if after logging out, you subsequently login, you will be directed to the following **My applications** page listing all the applications that you have access to.

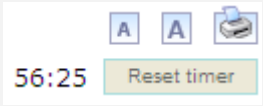


- Click on the Atlas link button to be directed to the Atlas homepage.

4.3 Useful buttons and warning advice

Figure 1 contains useful tips when using the application, while Figure 2 contains warnings for issues you may encounter.

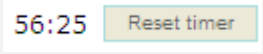
Note the group of buttons under the **Logout** menu.



allows you to reduce the font size.

allows you to increase font size.

allows you to print the screen.



This timer relates to the secure login software that you need login to, to be able to access Atlas. Certain processes (such as saving information) send a message to the server and the timer is automatically reset for another 60 minutes. To avoid losing half entered work, prior to the 60 minute timer expiring, you can click on this **Reset timer** button at any time to refresh the timer for another 60 minutes.

Throughout the application:

Help hot-links are displayed for some fields. Click on the help hot-link to display a pop-up containing advice on selecting values in a particular field.

The percentage sign (**%**) is the **wildcard**. Entering the **%** value into any search field will return all available values. Warning that for some fields, this can return a large number of results and therefore may be quite slow.

Figure 1 - Useful buttons

Browser environment and operating systems

The Atlas application was built for optimal performance using IE v8 and IE v9 on Windows XP. The functionality of the Atlas application using alternative browsers or operating systems may be patchy. Unfortunately the submit function under the **Import spreadsheet** menu option does not currently work at all using ***Firefox***.

In ***Firefox***, ***Chrome*** and ***Opera*** pressing the **Enter** key will attempt to save/submit your entries before you are ready to. For example, in the **Search** menu, if you are entering fields to search on and you click the *Enter* key before selecting all of your criteria, the system will attempt to submit the search. Use the *Tab* key to move between cells (*Tab* to move to the next sequential cell, and *Shift* and *Tab* to move backwards), or use your mouse to click in the cells as necessary.

Back arrow

Clicking on your browsers back arrow button may kick you out of the current Atlas session.

Mapping help

To view any maps (in the **Search**, **Import Spreadsheet** and **Species** menus) ensure you have Adobe Flash installed. To print maps in pdf format, you will need Adobe pdf reader.

Figure 2 - Warning advice

5. Data entry

5.1 Background to different types of records

How a record was collected will dictate how it will be entered into the database. Data are collected in either of two general formats; non-survey or survey.

5.1.1 Non-survey data

Non-survey data refers to anything from a one-off sighting, to a species list compiled for a park or property. All non-survey data is entered via the **Atlas Sightings** menu. At an absolute minimum, all records will need to have the following information;

- species name
- date of observation
- location details
- observer name, and
- observation type (for fauna only).

However there are many more fields for which information can be attributed for an individual record.

5.1.2 Systematic survey data

Some additional modules have been incorporated into the Atlas to allow for the recording of additional records and fields collected through systematic surveys.

Fauna survey data

Fauna data collected from systematic surveys is entered into the **fauna survey module**. While systematic survey data can include a range of additional information such as additional location information and details of species weight/measurements etc, what sets it apart from non-survey data is the recording of ***survey effort*** (i.e. number of traps per night; number of people hours involved) and the ***ability to infer negative data*** (i.e. absence data or sites where sightings were *not* made). Refer to the *Fauna Survey module user manual* for further details.

Flora survey data

Flora data collected from systematic surveys is entered into the **VIS flora survey module**. Historically flora survey data was stored in a series of stand-alone Access databases (known as YETI). Refer to the *VIS flora survey module user manual* for further details.

5.2 Background to data entry

When you are given a login to the Atlas system, as either a Registered or Licensed user, you gain access to the Import spreadsheet module of the Atlas system.

The Import spreadsheet module allows you to submit sightings online via the Atlas spreadsheet, and enables your records to be identified to your Scientific Licence number.

If you want to enter complete systematic survey data into either the VIS flora survey or fauna survey data modules, you will need to be a Licensed user and also to have signed an *Atlas survey data provider agreement*. Please contact the WDU for more information.

5.3 Submitting non-survey data for entry via the Import spreadsheet menu

5.3.1 Background

To facilitate validation and import of datasets collected pursuant to a Scientific Licence, the Atlas offers the functionality to submit records online via the **Import spreadsheet** menu.

The process for submitting data covers 4 steps:

- **a.** enter records into the spreadsheet, then save as a comma separated file (.csv)
- **b.** log into Atlas and submit the file
- **c.** review the online validation to ensure the submission was successful, or
- **d.** if prompted, address any fields requiring further validation and re-submit the file until the submission is successful.

The data will be stored in a 'waiting area' of Atlas. Only those files that have been successfully submitted will be reviewed by the WDU, to review and authorise the import.

Important advice around submitting records for import

1. Choose how frequently you wish to submit data. While datasets have historically been collated and submitted on a yearly basis (to coincide with the SL renewal), please note that you can submit data as frequently as you wish. You may choose to enter your "full" dataset as a single file (at the time of your SL renewal); or as multiple files over time as the data is collected. Just make sure you enter your Scientific licence number in the relevant field on the submission form whenever you submit a file. And please keep a record of file names and dates of submission, in order to notify Wildlife Licensing when your Scientific Licence is next due for renewal.

2. Only submit datasets once*. Please only submit new sightings once. This applies to both;

a) records you have previously submitted. If, for example, you have decided to keep all of your records for the year in a single spreadsheet and you decide to submit records periodically throughout the year (at the end of each project, for example), please only submit the new records. Submitting the same records twice will be flagged as duplicates, but only after unnecessary effort by WDU staff.

b) records that someone else has collated for you under their Scientific Licence. The general rule here would be that the individual who has collected records pursuant to their Scientific Licence is responsible for collating and submitting the records themselves. If, for whatever reason, you have agreed to submit the records on their behalf (such as in the case that you have sub-contracted them to do the survey for you), then if the agreement between both of you is that you shall submit the records, please be clear to ensure that only one of you submits the records and also clearly advise Wildlife Licensing of this at the time of the Licence renewal.

*Note that this does not apply to datasets you submit online that fail validation due to missing/erroneous values. Datasets may need to be submitted several times until they pass validations

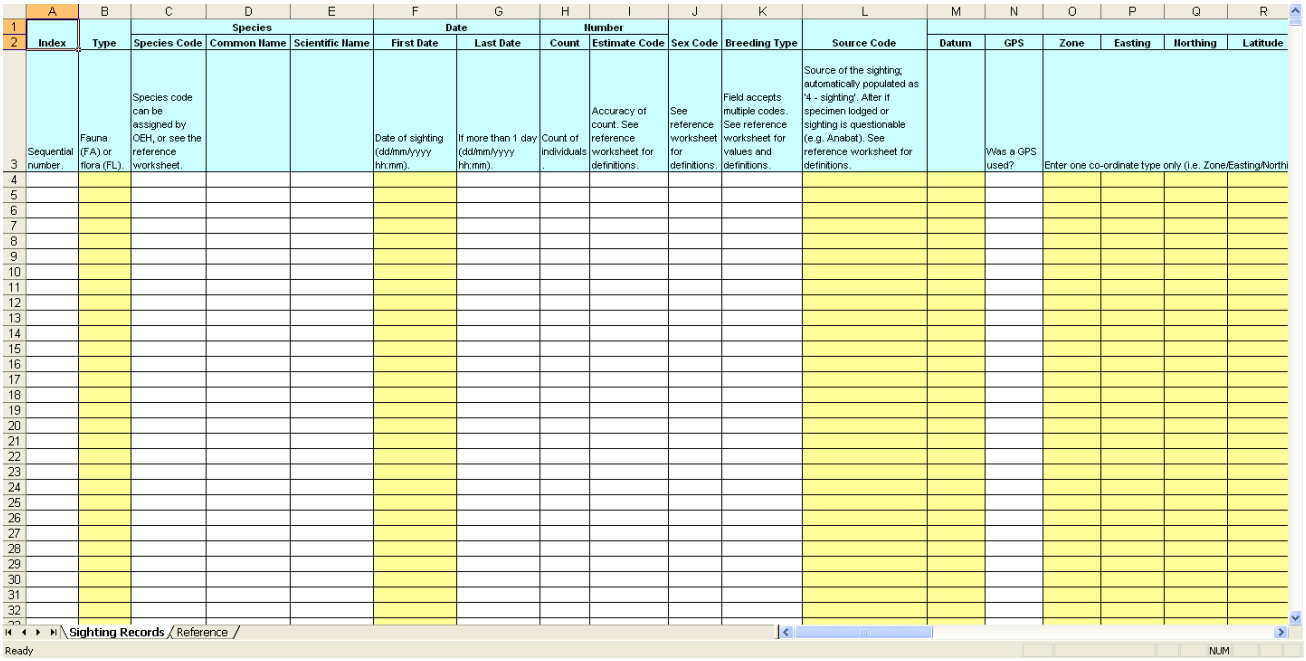
3. Advise WDU ASAP regarding any valid submissions that should not be imported. If, for example, you have successfully submitted a file online (i.e. Status = 'Ready for import') but you later realise that it is the wrong dataset you meant to upload (e.g. duplicate, or contains missing details etc), then please e-mail WDU asap with the file name and date of submission, so that we can flag the file as 'not for import'. Any datasets with a Status of 'Invalid' will not be reviewed or imported by WDU, so there is no need to advise WDU of such datasets.

5.3.2 Enter records into the '*ScientificLicenceDatasheet.xls*' file.

The following outlines guidelines for entering details of your species records into the spreadsheet.

- Save a copy of the file **'ScientificLicenceDatasheet.xls'** to your local/share drive. Note that the file is over 9MB, due to the embedded formulae and reference data. It will substantially reduce in size once you are prompted to re-save it in a different format (i.e. as a .csv file).
- Open the **ScientificLicenceDatasheet.xls** file. Note that there are 2 worksheets;

a. Sighting records – this is where all the sightings details are entered.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1			Species			Date		Number										
2	Index	Type	Species Code	Common Name	Scientific Name	First Date	Last Date	Count	Estimate Code	Sex Code	Breeding Type	Source Code	Datum	GPS	Zone	Easting	Northing	Latitude
3	Sequential number.	Fauna (FA) or flora (FL).	Species code can be assigned by OEH, or see the reference worksheet.			Date of sighting (dd/mm/yyyy hh:mm).	If more than 1 day (dd/mm/yyyy hh:mm).	Count of individuals.	Accuracy of count. See reference worksheet for definitions.	See reference worksheet for definitions.	Field accepts multiple codes. See reference worksheet for values and definitions.	Source of the sighting, automatically populated as '4 - sighting'. After if specimen lodged or sighting is questionable (e.g. Anabat). See reference worksheet for definitions.		Was a GPS used?	Enter one co-ordinate type only (i.e. Zone/Easting/Northi			
4																		
5																		
6																		
7																		
8																		
9																		
10																		
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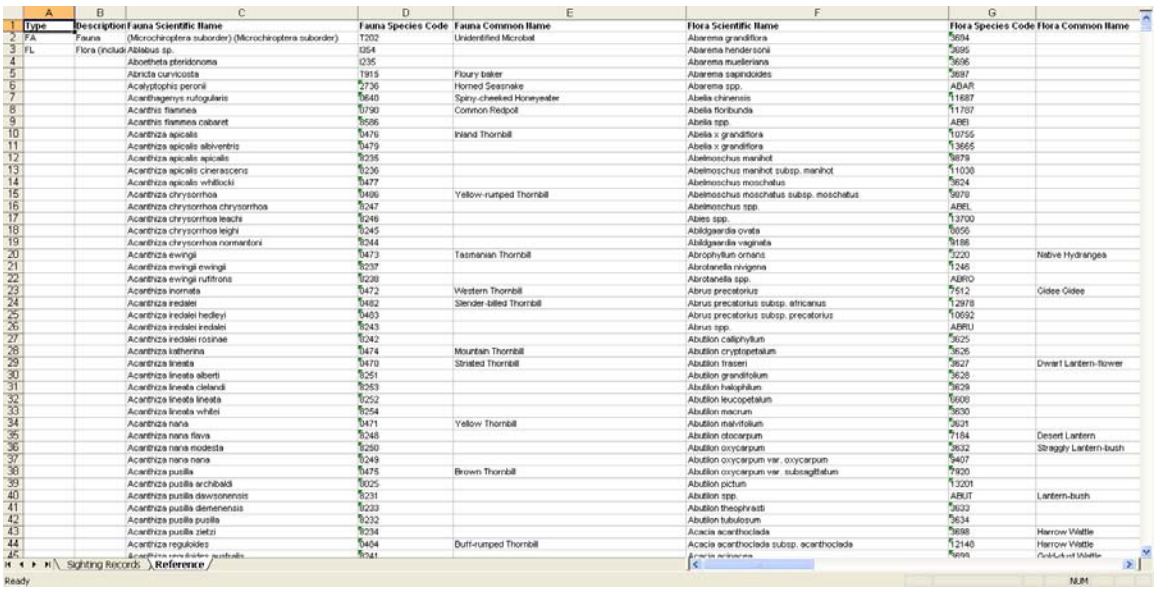
Sighting Records / Reference

Ready NUM

Details of each field and the input requirements are contained in Table 1.

b. Reference – this contains the codes and descriptions for each of the fields in the ***Sighting records*** worksheet. The ***reference*** worksheet is needed to ensure validation (on entry into the excel file) of values in the ***Sighting records*** worksheet.



	A	B	C	D	E	F	G	
1	Type	Description	Fauna Scientific Name	Fauna Species Code	Fauna Common Name	Flora Scientific Name	Flora Species Code	Flora Common Name
2	FA	Fauna	(Microchiroptera suborder) (Microchiroptera suborder)	T202	Unidentified Microbat	Abarema grandiflora	3694	
3	FL	Flora (includi	Ablabus sp.	I354		Abarema hendersonii	3695	
4			Aboetheta pteridonoma	I235		Abarema muelleriana	3696	
5			Abrida curvicosta	T915	Floury baker	Abarema sapindoides	3697	
6			Acalyptophis peronii	T736	Horned Seasnake	Abarema spp.	ABAR	
7			Acanthagenys rufogularis	T640	Spiny-cheeked Honeyeater	Abelia chinensis	11687	
8			Acanthis flammea	T790	Common Redpoll	Abelia floribunda	11787	
9			Acanthis flammea cabaret	T586		Abelia spp.	ABEl	
10			Acanthiza apicalis	T476	Inland Thornbill	Abelia x grandiflora	10755	
11			Acanthiza apicalis albiventris	T479		Abelia x grandiflora	13665	
12			Acanthiza apicalis apicalis	T235		Abelmoschus manihot	3879	
13			Acanthiza apicalis cinerascens	T236		Abelmoschus manihot subsp. manihot	11036	
14			Acanthiza apicalis whitlocki	T477		Abelmoschus moschatus	3624	
15			Acanthiza chrysorrhoa	T486	Yellow-rumped Thornbill	Abelmoschus moschatus subsp. moschatus	3878	
16			Acanthiza chrysorrhoa chrysorrhoa	T247		Abelmoschus spp.	ABEL	
17			Acanthiza chrysorrhoa leachi	T246		Abies spp.	13700	
18			Acanthiza chrysorrhoa leighi	T245		Abildgaardia ovata	3656	
19			Acanthiza chrysorrhoa normantoni	T244		Abildgaardia vaginata	3186	
20			Acanthiza ewingii	T473	Tasmanian Thornbill	Abrophyllum ornans	3220	Native Hydrangea
21			Acanthiza ewingii ewingii	T237		Abrotanella nivigena	1246	
22			Acanthiza ewingii rufifrons	T238		Abrotanella spp.	ABRO	
23			Acanthiza inornata	T472	Western Thornbill	Abrus precatorius	7512	Oldee Oldee
24			Acanthiza iredalei	T482	Slender-billed Thornbill	Abrus precatorius subsp. africanus	12978	
25			Acanthiza iredalei hedleyi	T483		Abrus precatorius subsp. precatorius	10692	
26			Acanthiza iredalei iredalei	T243		Abrus spp.	ABRU	
27			Acanthiza iredalei rosinae	T242		Abutilon callophyllum	3625	
28			Acanthiza katherina	T474	Mountain Thornbill	Abutilon cryptopetalum	3626	
29			Acanthiza lineata	T470	Striated Thornbill	Abutilon fraseri	3627	Dwarf Lantern-flower
30			Acanthiza lineata alberti	T251		Abutilon grandifolium	3628	
31			Acanthiza lineata clelandi	T253		Abutilon halophilum	3629	
32			Acanthiza lineata lineata	T252		Abutilon leucopetalum	3608	
33			Acanthiza lineata whitei	T254		Abutilon macrum	3630	
34			Acanthiza nana	T471	Yellow Thornbill	Abutilon malvifolium	3631	
35			Acanthiza nana flava	T248		Abutilon otocarpum	7184	Desert Lantern
36			Acanthiza nana modesta	T250		Abutilon oxycarpum	3632	Straggly Lantern-bush
37			Acanthiza nana nana	T249		Abutilon oxycarpum var. oxycarpum	3407	
38			Acanthiza pusilla	T475	Brown Thornbill	Abutilon oxycarpum var. subsagittatum	7920	
39			Acanthiza pusilla archibaldi	T625		Abutilon pictum	13201	
40			Acanthiza pusilla dawsonensis	T231		Abutilon spp.	ABUT	Lantern-bush
41			Acanthiza pusilla diemenensis	T233		Abutilon theophrasti	3633	
42			Acanthiza pusilla pusilla	T232		Abutilon tubulosum	3634	
43			Acanthiza pusilla zietzi	T234		Acacia acanthoclada	3698	Harrow Wattle
44			Acanthiza reguloides	T484	Buff-rumped Thornbill	Acacia acanthoclada subsp. acanthoclada	12140	Harrow Wattle
45			Acanthiza reguloides reguloides	T241		Acacia acinacea	3699	Gold-dust Wattle

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- **Enter the details of your species into the spreadsheet**. Before referring to Table 1 for descriptions and requirements of individual fields, please review the following steps which outline the overall requirements and process for data entry;

Only a few fields in the **Sighting records** worksheet are mandatory. These are highlighted in yellow. The first two mandatory fields are shown below.

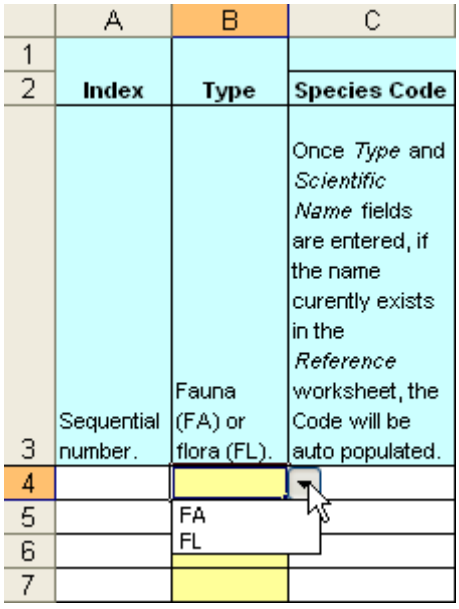
	A	B	C	D	E	F	G
1			Species			Date	
2	Index	Type	Species Code	Common Name	Scientific Name	First Date	Last Date
3	Sequential number.	Fauna (FA) or flora (FL).	Once *Type* and *Scientific Name* fields are entered, if the name curently exists in the *Reference* worksheet, the Code will be auto populated.	Once *Scientific Name* and *Type* are entered, *Common Name* will be automatically populated (if applicable).		Date of sighting (dd/mm/yyyy hh:mm).	If more than 1 day (dd/mm/yyyy hh:mm).
4							
5							
6							
7							

Once data is entered into these fields in the correct format, the cells will automatically become white, as shown following.

	A	B	C	D	E	F	G
1			Species			Date	
2	Index	Type	Species Code	Common Name	Scientific Name	First Date	Last Date
3	Sequential number.	Fauna (FA) or flora (FL).	Once *Type* and *Scientific Name* fields are entered, if the name curently exists in the *Reference* worksheet, the Code will be auto populated.	Once *Scientific Name* and *Type* are entered, *Common Name* will be automatically populated (if applicable).		Date of sighting (dd/mm/yyyy hh:mm).	If more than 1 day (dd/mm/yyyy hh:mm).
4		FL	3816		Acacia longifolia	28/08/2012 00:00	
5							
6							
7							
8							

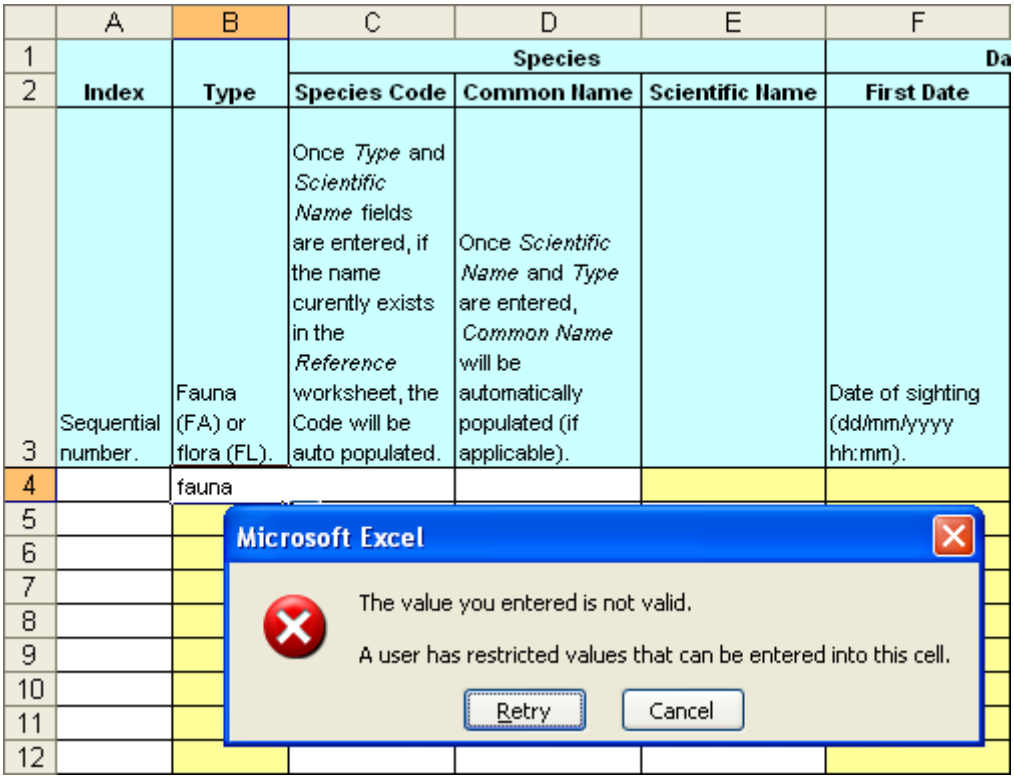
There are different requirements for entry into cells, dependent on the field;

a. Some fields require ***a value to be selected from a pre-determined list***. For example clicking in the cell will display a drop down arrow, which when clicked on, displays the full set of value options, such as illustrated for the field ***Type***, shown following.



In these cases, you can either select the appropriate option from the drop-down list. Or alternatively, you could type in the value.

Note that if you enter a value into a field with a drop-down menu that is not contained in the pre-defined list of values (e.g. typing the value *Fauna* into the Type field), the following error message pop-up will display;


Species
Index
Type
Species Code
Common Name
Scientific Name
First Date
Once Type and Scientific Name fields are entered, if the name curently exists in the Reference worksheet, the Code will be auto populated.
Once Scientific Name and Type are entered, Common Name will be automatically populated (if applicable).
Sequential number.
Fauna (FA) or flora (FL).
Date of sighting (dd/mm/yyyy hh:mm).
fauna
Microsoft Excel
The value you entered is not valid.
A user has restricted values that can be entered into this cell.
Retry
Cancel

Click either button and select the appropriate value from the drop-down list.

b. Some cells do not have drop-downs, but still require ***values to be entered with a certain format***. For example, the date field must be entered in the format dd/mm/yyyy and must be greater than 01/01/1770 and less than the date of data entry.

Entering a value which does not match the requirements for that field, will highlight the cell red, as shown below.

	Date		
Scientific Name	First Date	Last Date	Count
	Date of sighting (dd/mm/yyyy hh:mm).	If more than 1 day (dd/mm/yyyy hh:mm).	Count of individuals (numeric).
	01/01/1600	01/01/2015 00:00	
	January this year		

You will need to edit the values to the correct format before the cell will display as white.

c. Some cells allow ***free text***, such as the *Notes, Specimen Rego and External Key* fields as well as fields that allow multiple values (e.g. *Breeding codes*). Keep in mind that while these cells may allow you to type anything into the cell in the excel file (without highlighting red), you still need to be mindful of entering a value in an acceptable format. In the case of *Breeding codes* this would involve referring to the values in the reference worksheet to ensure you enter the correct code(s). In the case of fields such as *Notes, Specimen Rego* and *External Key,* this means ensuring that the text does not exceed the maximum cell length. Exceeding the maximum allowed length for the cell will result in a truncation of data post import. Table 1 contains details of the required format for all fields.

d. Some cells become ***mandatory in certain conditions***, such as;

- after a value has been entered into a related field (e.g. entering a value into the *Specimen Rego* field will cause the *Specimen location* field to highlight yellow (and visa versa)). Note that this particular example will also cause the *Source code* field to highlight red, prompting you to change the value to indicate where the specimen has been lodged (a public or private museum or herbarium).

Figure 3 contains some tips and troubleshooting when entering values into the Atlas datasheet.

TIPS and TROUBLESHOOTING when entering values into the AtlasDatasheet.xls

1. When entering sighting details, always enter the first record into Row 4 and do not skip any rows or enter values unrelated to sightings into other cells elsewhere in the spreadsheet.

2. If add value with a **single apostrophe** in ***Title*** or ***Notes*** fields, the apostrophe will be exported and stored as a question mark in the database. If practical, please refrain from using apostrophe's in these fields.

3. When entering values into some cells, you may notice that sometimes the value appears to repeat on itself. Please note that this issue does not affect the cell (check the cell formulae bar to see that only the characters you have typed in display exactly as entered).

4. If you are copying across data from old excel files, into the new 'AtlasDatasheet.xls file, please be aware that there may be an issue with the **First Date** and **Last Date** fields whereby the dates are re-formatted to numeric (and as a result no longer resemble the date). Please keep this in mind and check the date fields in 'AtlasDatasheet.xls' after pasting values from other files.

5. Always enter new datasets into the **.xls** file, to ensure appropriate validation (i.e. not the **.csv** file). Entering new records into the **.csv** file will compromise the inbuilt validations. Editing the **.csv** file converts the species code field to numeric, thereby removing the ability to store leading zeros resulting in many species codes being submitted in error.

Figure 3 - Tips and troubleshooting when entering values into the AtlasDatasheet.xls

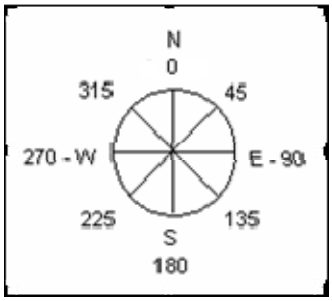
Only after there are no red or yellow cells, is the file ready for submission to import

Table 1 contains descriptions for each of the fields in the Atlas spreadsheet, and the required format for entry. Mandatory fields are highlighted in bold. (Refer to the footnote for an explanation of the asterisk).

Table 1 - Import spreadsheet fields

	Field	Description	Required format
	Index	A sequential number.	Integer.
	Type	Distinguishes fauna (FA) from flora (FL) species. Note that fungi is included under FL.	Select from drop-down list.
Species	Species Code	A unique code attributed to an individual species, genus, or family. Codes can be obtained from the Census of Australia Vertebrate Species (CAVS) and Census of Australian Plant Species (CAPS) library fields. Please note that entry of codes is not required as this can be calculated by WDU, so long as the species Scientific and/or Common name is provided.	Unique letter/number (see CAVS and CAPS lists).
	Common Name*	The common name by which the species is known.	Free text, up to 80 characters.
	Scientific Name**	The scientific name by which the species is known.	Free text, up to 80 characters.
Date	**First Date**	The date the species was sighted. Time is optional.	dd/mm/yyyy hh:mm. >/= 01/01/1770.
	Last Date	For species recorded on a specific day, you can leave this field blank (it will be automatically populated with the value from the	dd/mm/yyyy hh:mm. Later than or equal to First

		First Date field). For species recorded over a period of time (e.g. during a survey conducted over a week, or where an approximate date was given), enter the *Last Date*.	Date, and </= date of data submission.
Number	Count	The total number of individuals.	Integer, > 0.
	Estimate Code	The accuracy of the *Count* (e.g. exact, estimate, more than, or less than).	Select from drop-down list.
	Sex Code	The sex of the species.	Select from drop-down list.
	Breeding Code	Details of the Breeding status of the species. See *Reference* worksheet for available values and definitions. Note different breeding codes for fauna versus flora.	Multiple codes separated by either; • comma, • comma and space, • space, • semicolon, or • semicolon and space. Total character length </= 100.
	Source Code	Source distinguishes standard sightings from those held at public or private collections. The default value for this field is set to *Sighting only*, which will be automatically populated once a value is entered into the *Type* field. You only need to change the value if a specimen was taken (i.e. either Specimen with public museum or herbarium or Specimen with other collection), or if there is some uncertainty around the identification, particularly in the case of Anabat records (i.e. Sighting – probable ID or Sighting – possible ID). See reference worksheet for values and definitions.	Select from drop-down list.
Location***	**Datum**	Defines the coordinate system. Refer to the Geoscience Australia website for an explanation of datums; www.ga.gov.au/earth-monitoring/geodesy/geodetic-datums/about.html	Select from drop-down list.
	GPS	Whether a Global Positioning System (GPS) was used to obtain the coordinates.	Select from drop-down list.
	*Coordinates are a reference for any point on the earth's surface and can be supplied as either Projected (**Zone, Easting, Northing**) **or** Geographic (**Latitude, Longitude**).*		
	Zone	• Zone 56 is 150 ^{o} – 156 ^{o} longitude, which encompasses much of eastern NSW. • Zone 55 is 144 ^{o} – 150 ^{o} longitude. • Zone 54 is 138 ^{o} – 144 ^{o} longitude, encompassing most of Western NSW. • Zone 57 covers Lord Howe Island.	Select from drop-down list.
	Easting	The reference in metres, measured east of an arbitrary origin (also referred to as the x-coordinate).	A six digit number, with up to four decimal places.
	Northing	The reference in metres, measured north of an arbitrary origin (also referred to as the y-coordinate).	A seven digit number, with up to four decimal places.
	Readings of latitude and longitude can either be provided as degrees, minutes, seconds or as decimal degrees. Decimal degrees are the preferred format.		
	Latitude	The position South of the Equator, measured in decimal degrees.	>/= -40, </= -20.
	Longitude	The position East of the Greenwich meridian, measured in decimal degrees.	>/= 138, </= 162.
	Latitude Degrees		Integer, >/= -40, </= -20.

	Latitude Minutes		Integer, between 0 and 60
	Latitude Seconds		Numeric, between 0 and 60
	Longitude Degrees		Integer, >/= 138, </= 162.
	Longitude Minutes		Integer, between 0 and 60
	Longitude Seconds		Numeric, between 0 and 60
	Accuracy	How accurately the coordinates represent the exact location of the species (in metres). For example a value of 100 would mean that the location is accurate to the nearest 100 metres.	Integer, >/= 1 and </= 100,000, with no more than four decimal places.
	Location Description	Detailed description of the geographic location, such as street, nearest cross street, town, landmark or reserve.	Free text, no character limit.
	Altitude	The height of the location from sea level, in metres	Integer, >/= 0 to </= 2500.
	Geology Code	See reference worksheet for *Geology* values and definitions.	Select from drop-down list.
	Vegetation Code	See reference worksheet for *Vegetation Code* values and definitions.	Select from drop-down list.
	Slope	Measured in degrees, from the horizontal.	Integer, between 0 and 90.
	Aspect	Measured in degrees, starting from zero as North and then going in a clockwise direction. E.g. East = 90  	Integer, between 0 and 359.
	Location Notes	Enter any additional notes regarding the location that do not fit within any of the other existing (location related) fields.	Free text, no character limit.
	Observer Name	Name of the person who recorded the species.	Multiple names allowed, separated by any delimiter (i.e. space, comma, semicolon etc). Free text, up to 500 characters.
Specimen details***	Specimen Rego	The *Specimen Rego* refers to the unique registration number assigned by the Herbarium/Museum where the specimen is lodged. Note that this is *not* the Inquiry number. If the specimen number is not available at the time of submitting your record to the Atlas, write 'not provided' and you can forward the Registration after you receive it.	Free text, up to 40 characters.
	Specimen Location	If a specimen has been lodged at a Herbarium or Museum select the *location*.	Select from drop-down list.
	Note: After entering specimen details, please update the *Source* field by selecting the appropriate value, either; • 1 - Specimen with Public Museum or Herbarium, or • 2 - Specimen with Other Collection		

	External Key	Observers' own unique reference number.	Free text, up to 30 characters.
	Notes	Enter any additional details regarding the species that could not be entered into any of the other existing (species related) fields.	Free text, no character limit.
	Observation Type**	(*For fauna only*) Refers to how the species was observed (e.g. observed, heard, scat). If more than one observation type was recorded, select the most reliable observation type here, then enter additional values in the *Notes* field.	Select from drop-down list.
	Microhabitat Type	Small-scale habitat, e.g. *on ground* or *in tree*. See reference worksheet for *Microhabitat type* values and definitions.	Multiple codes separated by either; • comma, • comma and space, • space, • semicolon, or • semicolon and space. Total character length </= 100.
Height	Lower Height	The height (in metres) of the shortest plant.	Number, up to two decimal places. Must be less that the Upper height value.
	Upper Height	The height (in metres) of the tallest plant.	Number, up to two decimal places. Must be greater than the Lower height value.
	Growth Habits	Whether the plant is a tree, herb, fern etc.	Select from drop-down list.
Reference*****	Title	If the record is sourced from or being included within a report, include the *Title* of the publication.	Free text, up to 500 characters.
	Author(s)	Author(s) of the publication.	Free text, up to 255 characters.
	Publisher Name	Name of publisher.	Free text, up to 60 characters.
	Year of Publication	Year of publication.	Integer, >/= 1770.
	Type of Publication	Type of publication (e.g. journal, book etc)	Select from drop-down list.
	City of Publication	City of publication.	Free text, up to 30 characters.
	Name of Book	Name of book.	Free text, up to 150 characters.
	Name(s) of Editor	Name(s) of Editor.	Free text, up to 60 characters.
	Volume of Publication	Volume, and (if applicable) page numbers (e.g. 4:23-35)	Free text, up to 30 characters.

Fields in bold are mandatory

* *Common Name* is required for fauna, where the *Scientific Name* is not supplied. *Common Name* is not required for flora.

** *Scientific Name* shall be required for fauna, where Common Name is not supplied. *Scientific Name* is required for flora.

*** If *Specimen Rego* is provided, *Specimen Location* must be provided, and vice versa.

**** If *Zone, Easting* and *Northing* are not supplied; *Latitude* and *Longitude* OR *Latitude Degrees, Latitude Minutes, Latitude Seconds* and *Longitude Degrees, Longitude Minutes, Longitude Seconds* are required.

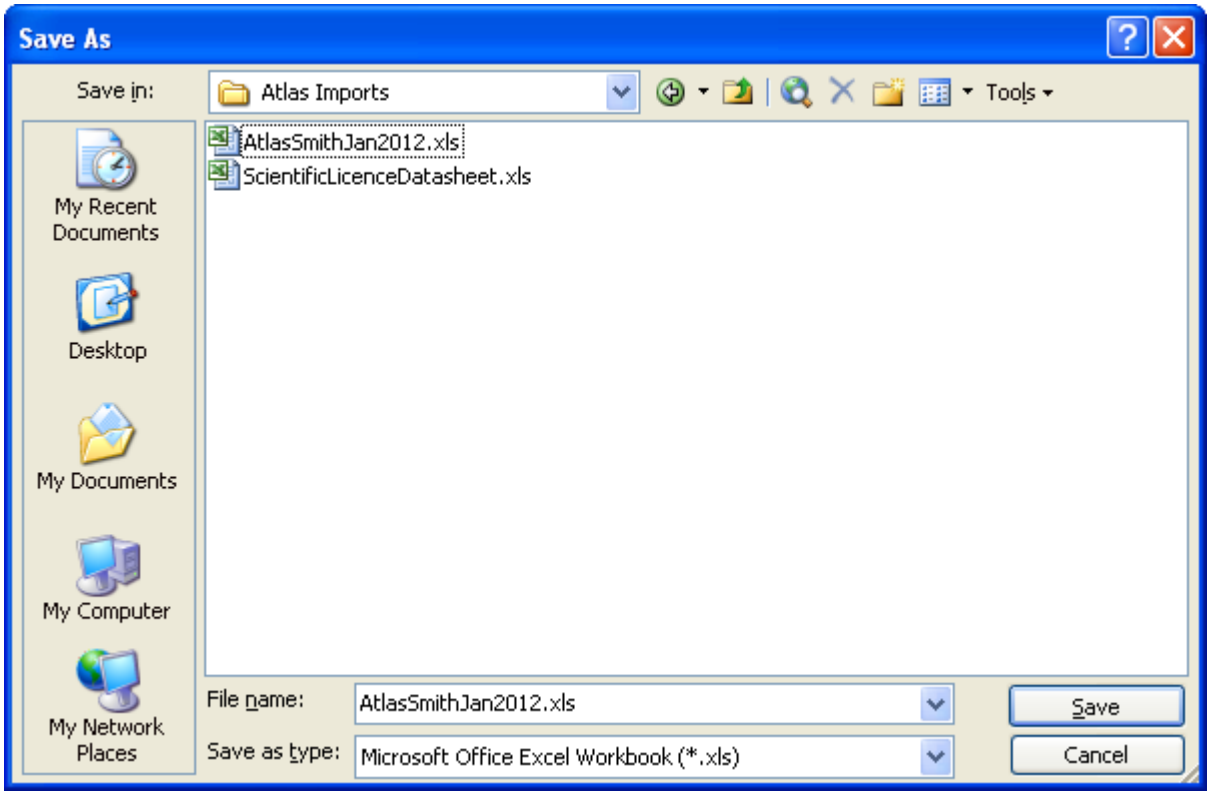
***** If any of the fields in Reference section are supplied, the fields *Title*, *Author(s)*, *Type of Publication* and *Year of Publication* are required.

5.3.3 Submit your file for import

Once all sighting details have been entered you are ready to submit your file for import. You will first need to save your file in the correct format (a comma separated file; .csv)

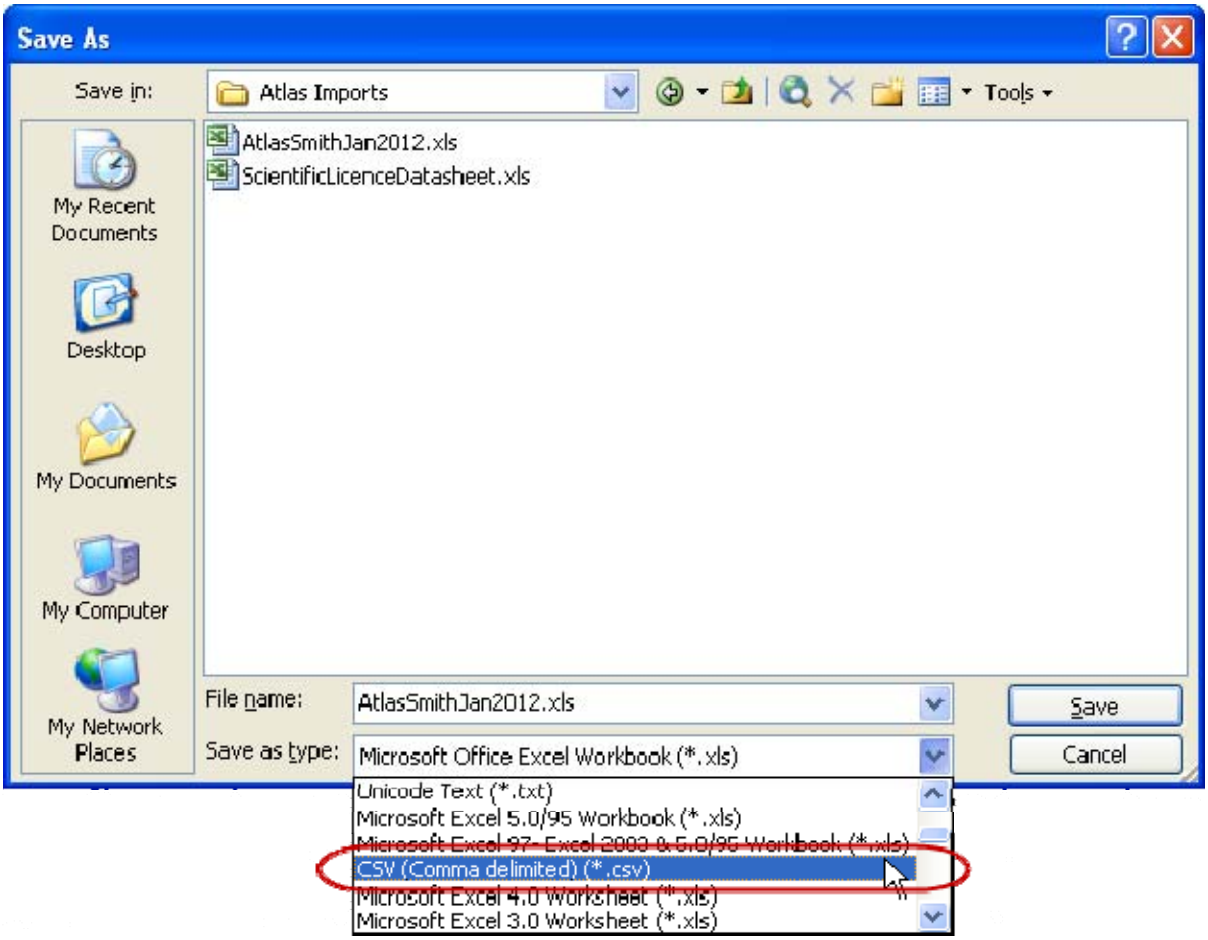
- In excel, make sure the ***Sighting records*** worksheet is the worksheet in your current view.
- select the **Save As** option from the **File** drop-down menu.

A **Save As** pop-up will appear.



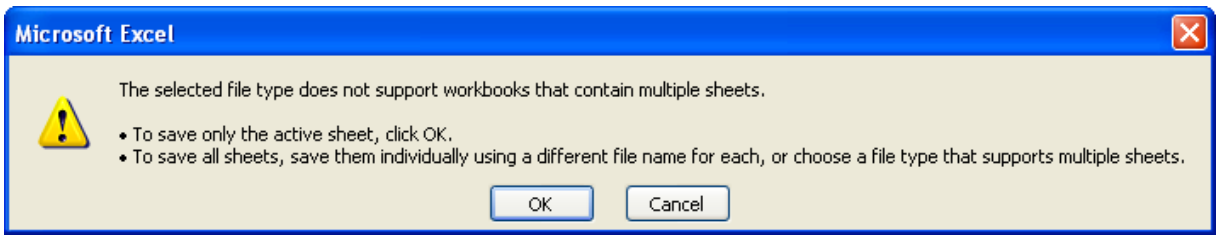
- In the **Save As** pop-up, select the file type **.csv** from the **Save as type** drop-down menu.

Note that this will only save the worksheet in your view, the ***Sighting records*** worksheet (so make sure this is your current worksheet).



- Change the filename to whatever is meaningful for you.
- Click **Save**.

A pop-up will display advising you that **.csv** files can only save the active sheet.


Microsoft Excel
The selected file type does not support workbooks that contain multiple sheets.
• To save only the active sheet, click OK.
• To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.
OK
Cancel

- Click OK (as you no longer need the *Reference* worksheet).

A second pop-up will now display advising you that the file may contain features that are not compatible with CSV.

Microsoft Excel
MungoSurveyDec2011.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?
• To keep this format, which leaves out any incompatible features, click Yes.
• To preserve the features, click No. Then save a copy in the latest Excel format.
• To see what might be lost, click Help.
Yes
No
Help

- Click Yes.

The pop-up closes and the file has been saved.

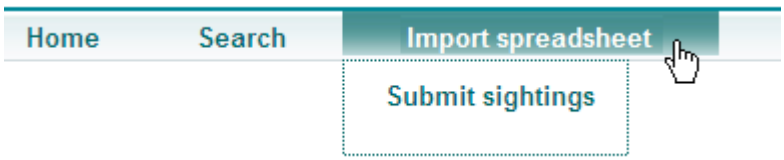
Note that because the ***Reference*** worksheet is not stored in your **.csv** file, the file size will be considerably smaller.

Your file is now ready to be uploaded via Atlas for submission.

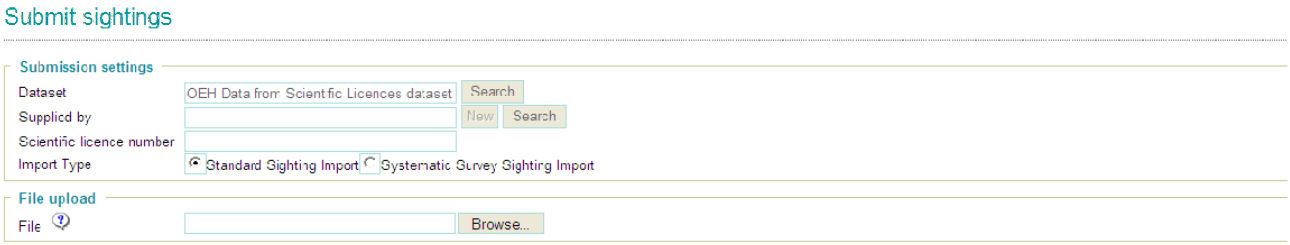
- **Login to the Atlas** using your secure login.

In the heading banner, note the menu heading titled **Import spreadsheet**.

- Move your mouse over the **Import spreadsheet** menu to display the selection **Submit sightings**.



A **Submit sightings** page will display.



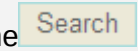
The five fields available to populate are;

a. **Dataset**
b. **Supplied by**
c. **Scientific licence number**
d. **Import type**
e. **File**

Following is advice for making selections at each of these steps.

WARNING Unfortunately the submit function under the **Import spreadsheet** menu option does not currently work at all using ***Firefox***.

If you are using ***Chrome*** and ***Opera***, using the ***enter*** key after typing in text (instead of clicking on the ***Search*** key) will cause the application to submit your file for Import before you are able to enter values into the other fields. The following error message will return:

Please ensure you click on the 

button.

a. Dataset

Records in the Atlas are grouped according to datasets to which they belong. In order to enter records, you will have been assigned access to specific datasets. Note that you can have access to multiple datasets, but one dataset will be your default.

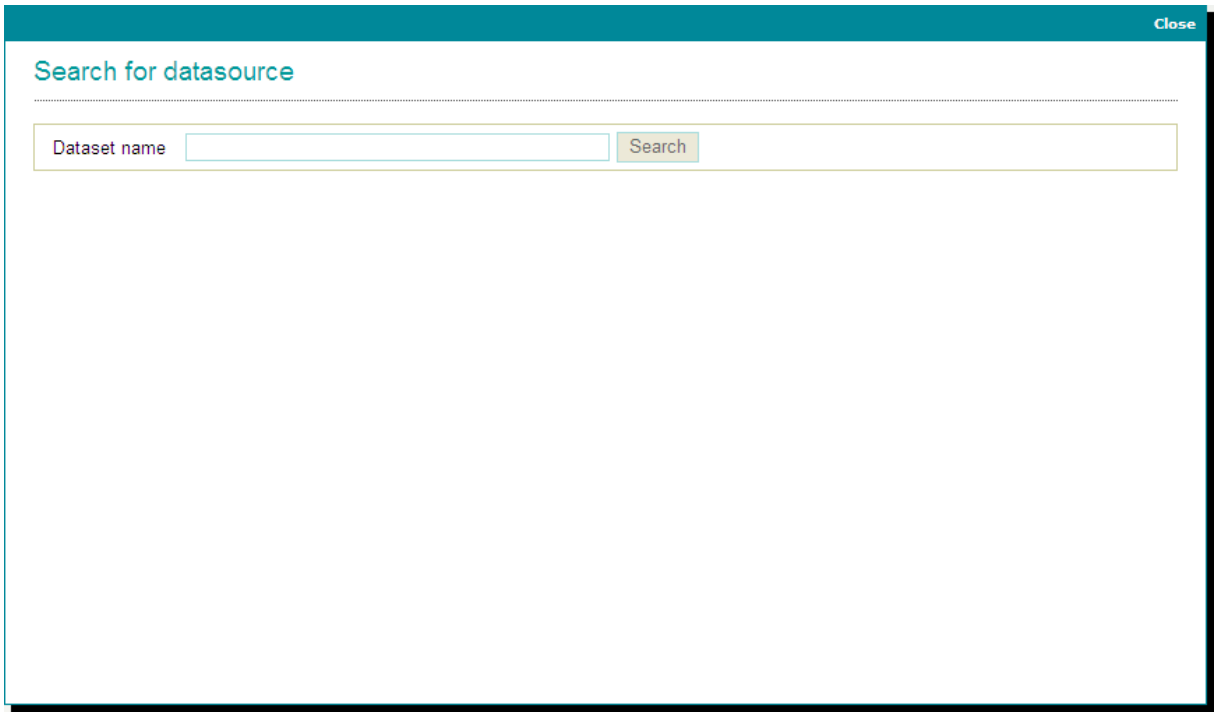
The default dataset to which all data files you submit for import should be set to **OEH Data from Scientific Licences dataset.** If this field is blank, or a different dataset displays, you will need to search on the **OEH Data from Scientific Licences dataset**. Keep in mind that

records collected as part of a systematic survey should always be entered via the appropriate survey module.

Where **OEH Data from Scientific Licences dataset** does ***NOT*** appear by default in the Dataset box, please do the following;

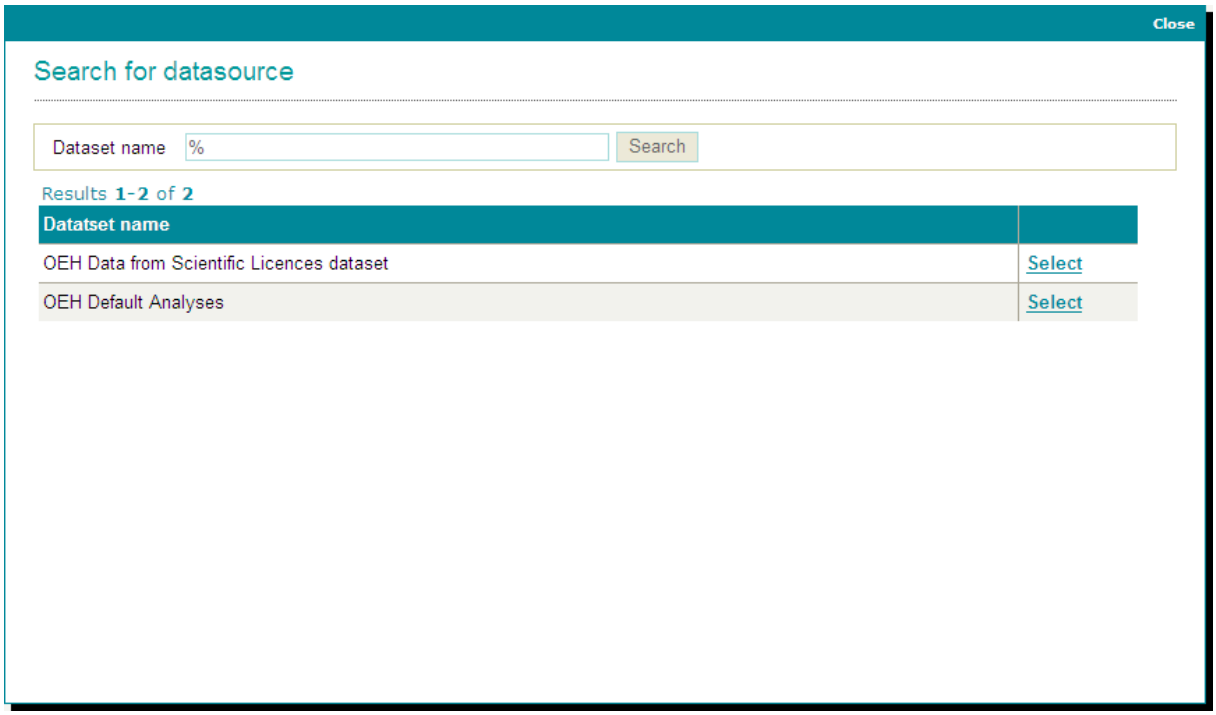
- Click on the Search button.

A **Search for datasource** pop-up window will display, allowing you to search on all Dataset names linked to your account.



- Type in all (or part) of the **Dataset name** and click on the Search button.

  Alternatively, you can also use the wildcard **%** to search on all datasets that you have edit access to.



- In the resulting list of datasets, select **OEH Data from Scientific Licences dataset** by clicking on the Select link button.

This will close the **Search for datasource** pop-up and insert the selected dataset name into the **Datasource** tab folder.

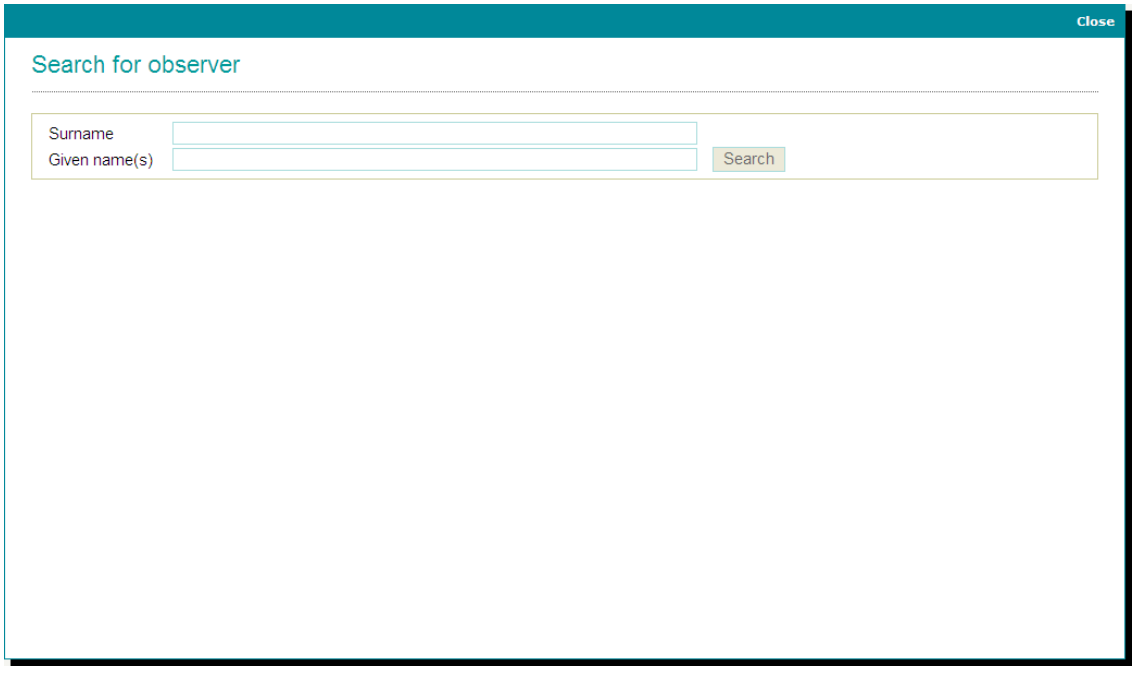
b. Supplied by

This step is slightly different for Registered and Licensed users.

i. Registered users

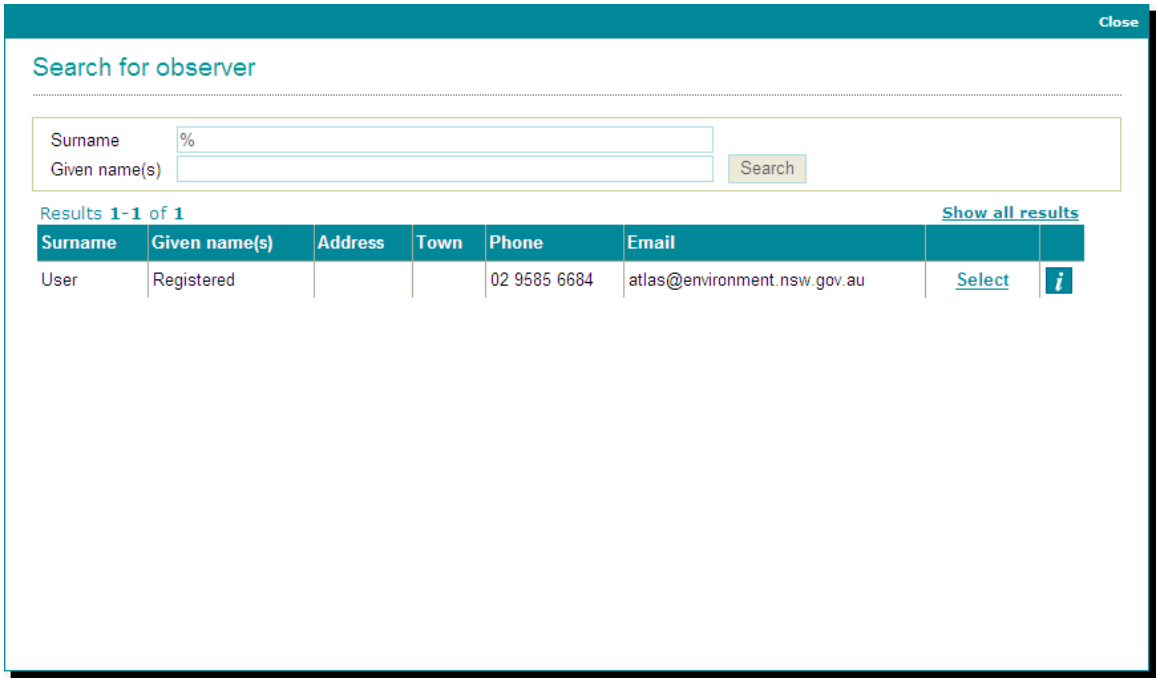
- In the **Supplied by** field, click on the Search button.

A **Search for Observer** pop-up will display.



- Enter **%** in either to **Surname** or **Given name(s)** fields and click on the Search button.

An observer by the name of ***Registered user*** will display in the results list.



- Click on the Select link button.

You will then be returned to the **Submit sightings** page, where the **Supplied by** field is now populated with the name ***Registered user***.

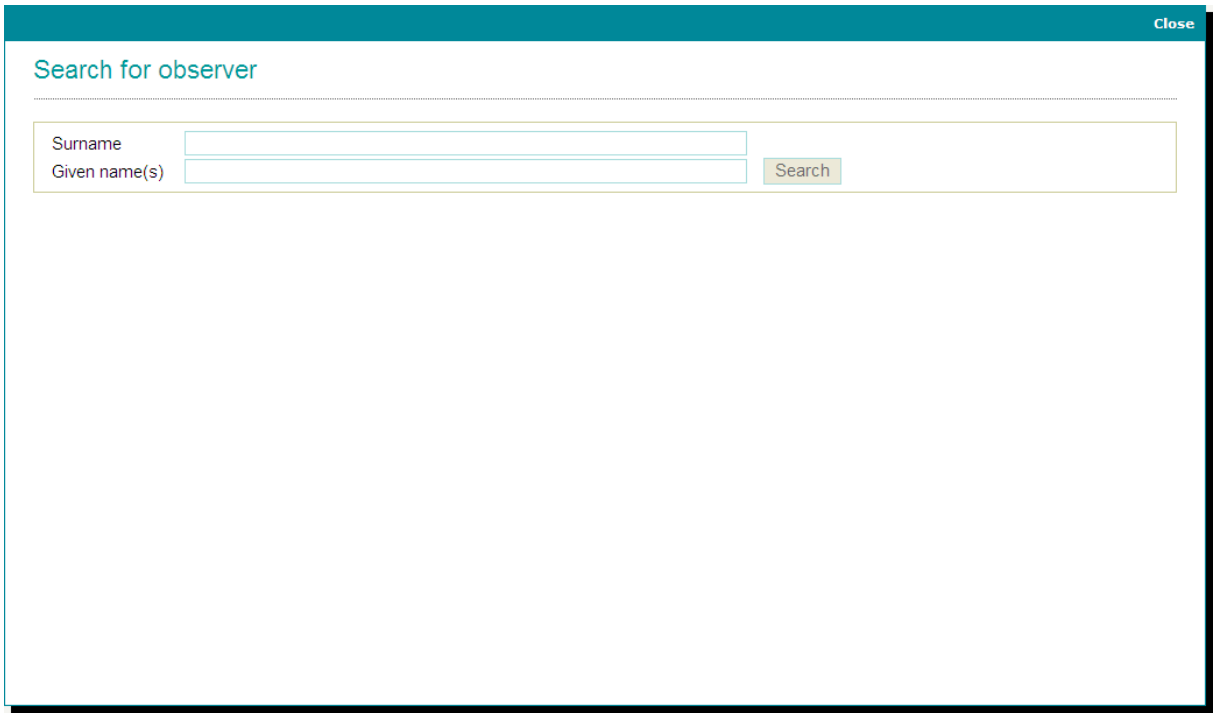
Please note that even if your contact details exist in the system (either because you have previously submitted sightings to the Atlas or have had a Licensed user account in the past), you will not be able to search on your personal details as a Registered user. Only the name ***Registered user*** will be available for you to select.

ii. Licensed users

The supplied by field allows you to identify the name of the 'owner' of the dataset. In most cases this will be you (i.e. the observer of the records). Note that if you are submitting a file on behalf of someone else, please select their name.

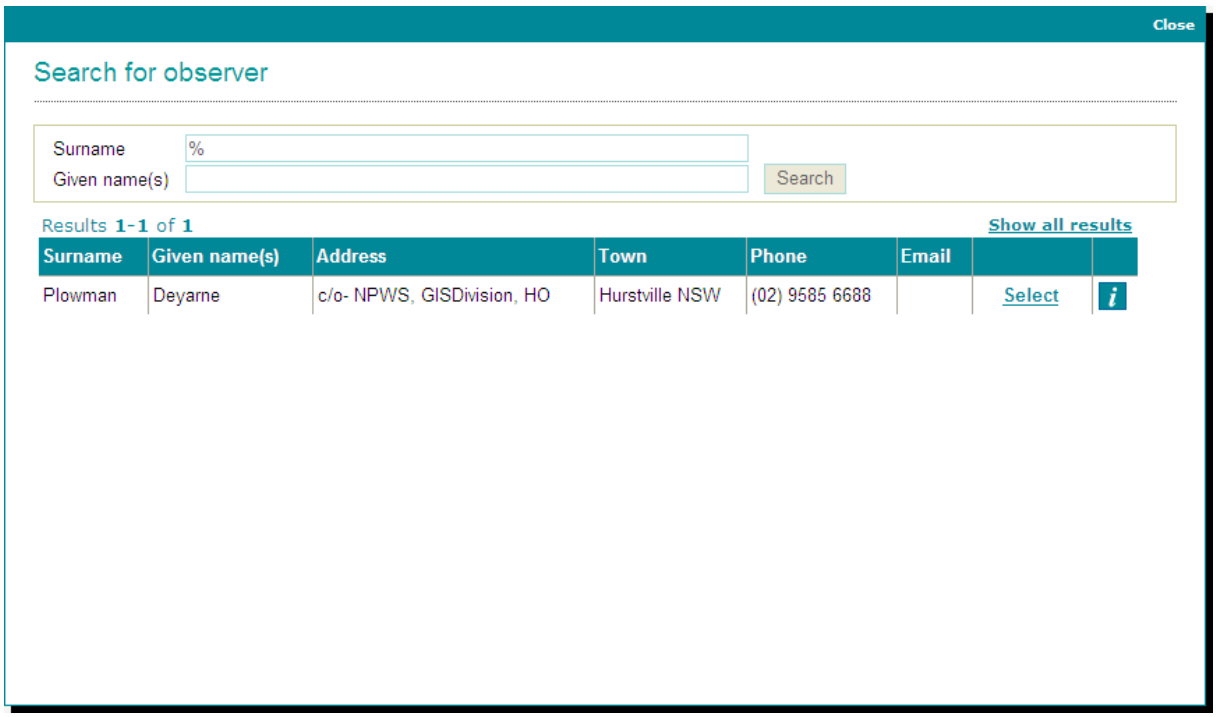
- In the **Supplied by** field, click on the Search button.

A **Search for Observer** pop-up will display.



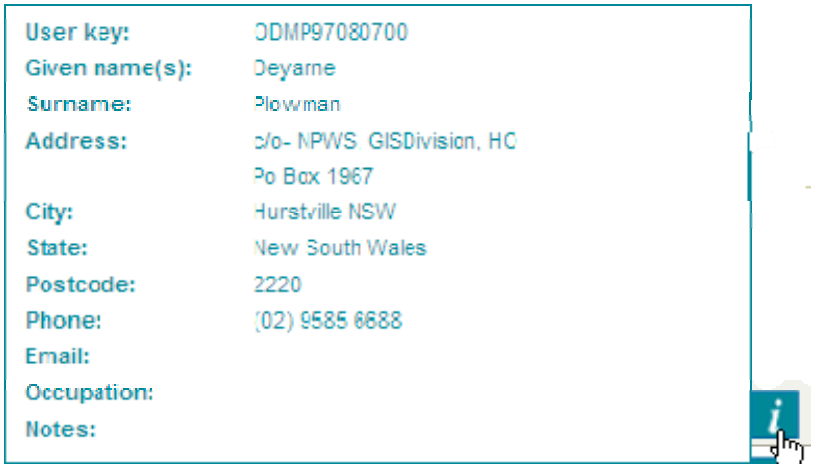
- Type in all (or part) of your **Surname** and/or **Given name(s).**
- Click the Search button.

All names that match your search criteria will display. Please note that the names available for you to search on, are restricted based upon your login details. As a result you will only be able to search on observers which are attached to your Atlas licence.



- If there are multiple names that match your search criteria, you can click on the button.

A pop-up displays with additional contact details for the observer.



- Click anywhere outside of the pop-up to close it.
- To choose your details, click on the Select link button.

The **Search for observer** pop-up closes and your selected contact details are displayed in the **Supplied by** field.

c. Scientific licence number

If the dataset (or part thereof) is being supplied pursuant to a Scientific Licence, the licence number(s) should be recorded here.

- Enter the licence number(s) in the **Scientific licence number** field (this is a free text field, allowing up to 50 characters). Multiple licence numbers can be separated by a space, comma or semi-colon.

Note that Scientific Licensing use the data from this field when renewing licenses to ensure data has been successfully submitted before issuing a new licence. It is therefore important that you do not leave this field blank if you are submitting records pursuant to your Scientific Licence.

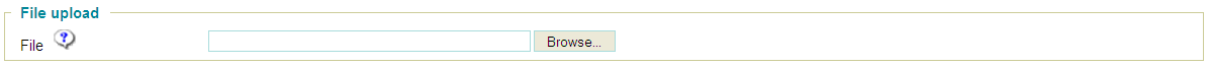
d. Import type

At the **Import type**, note the default selection is for **Standard Import sighting**.

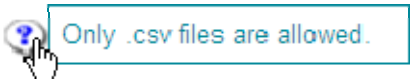
Leave this as is for all non-survey data. Note that if you wish to upload systematic survey data (either fauna or flora), please first discuss this with WDU.

e. File

Finally, to select your file for upload, look at the **File upload** box.

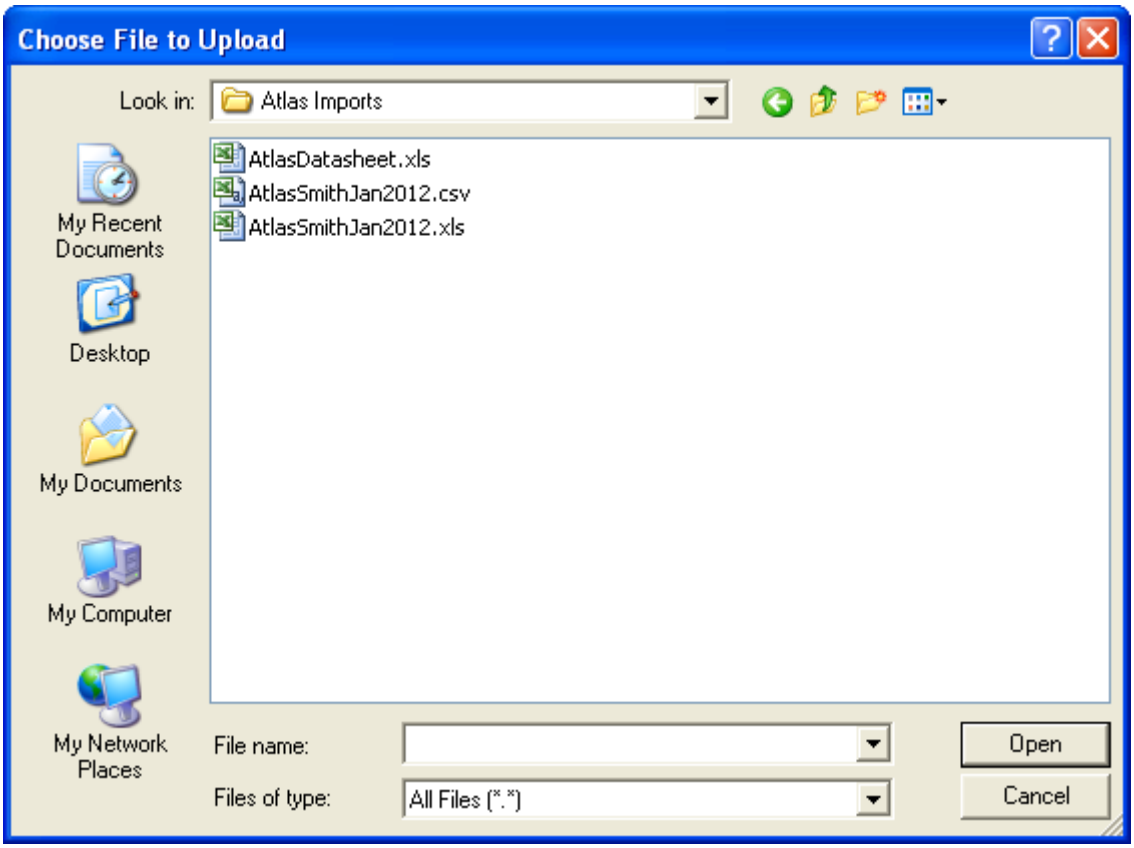


- Note the help button.
- If you click on the button, a pop-up reminds you that only **.csv** files can be uploaded.

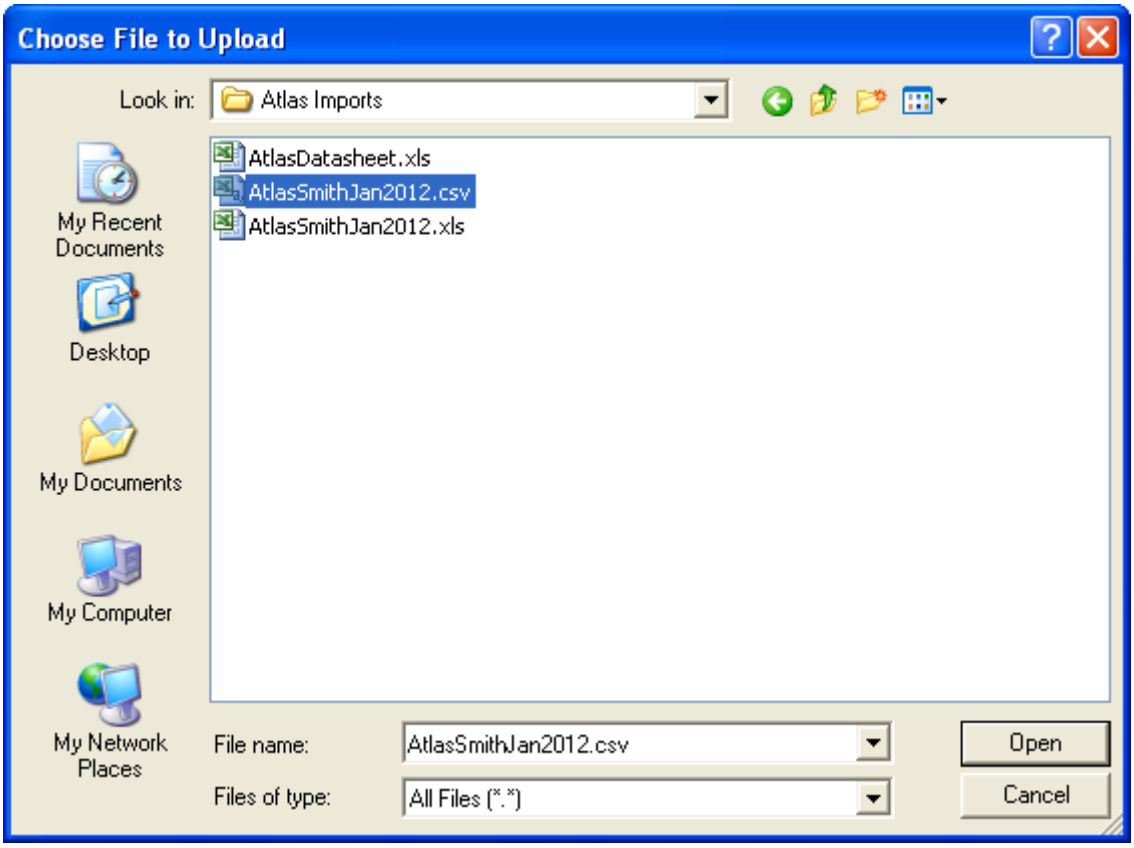


- Click on the Browse... button.

A **Choose file to upload** pop-up displays.



- Use the **Look in** field to navigate to your file held on your local or hard drive.



NB: Unfortunately you *cannot* use the **Files of type** menu to filter on only .csv files.

- Once your file has been selected, click on the Open button.

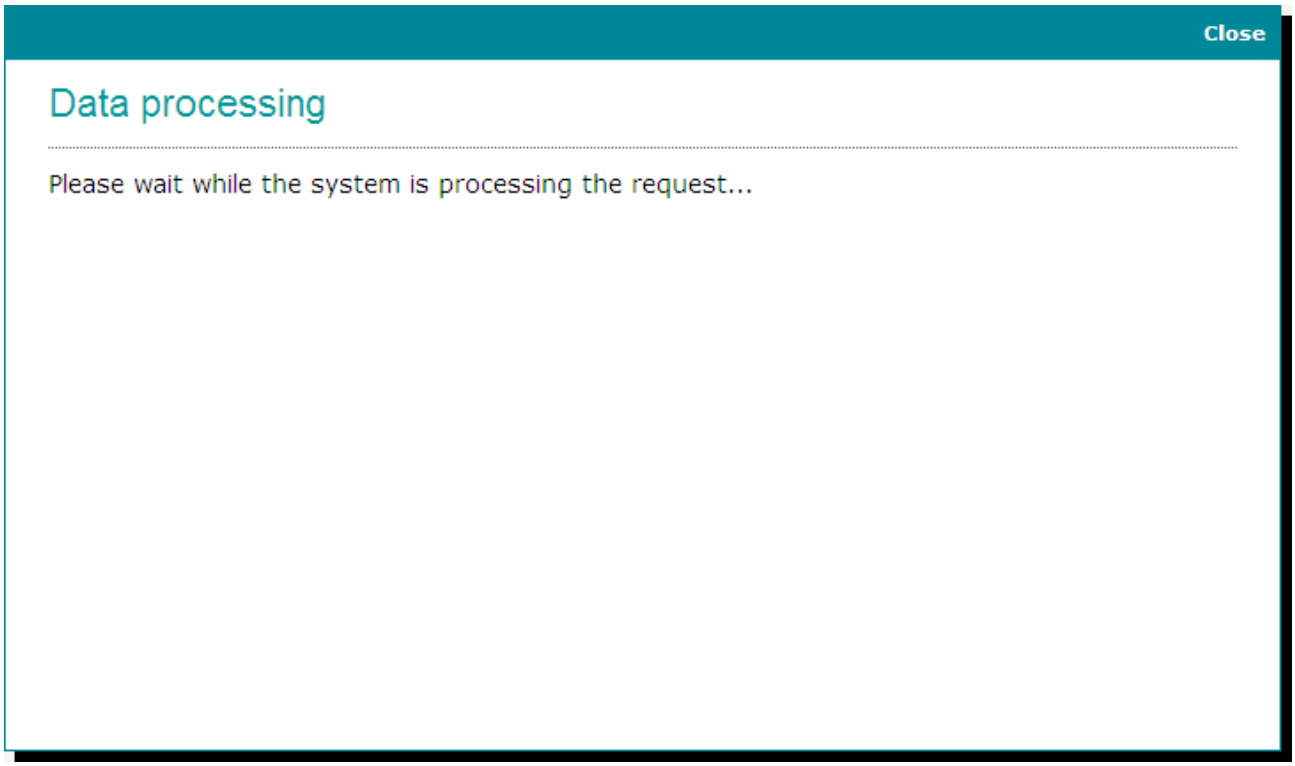
The file pathway and filename will be listed in the **File** field and the field will automatically highlight green.

Alternatively you can type the file name and pathway directly into the **File** field.

You may have noted that once the cell highlights green, the **Submit** button activates.

- Click on the Submit button.

A **Data processing** pop-up displays.



While processing, your dataset is undergoing preliminary validations which include checking that mandatory fields are filled in and values are entered in the correct format.

Once the database has validated the fields contained in your file, a **Sighting submission** pop-up will display with details of your submission.

You will need to review both the **Status** and **Log** values to determine how next to proceed.

Generally you will receive one of two Status values;

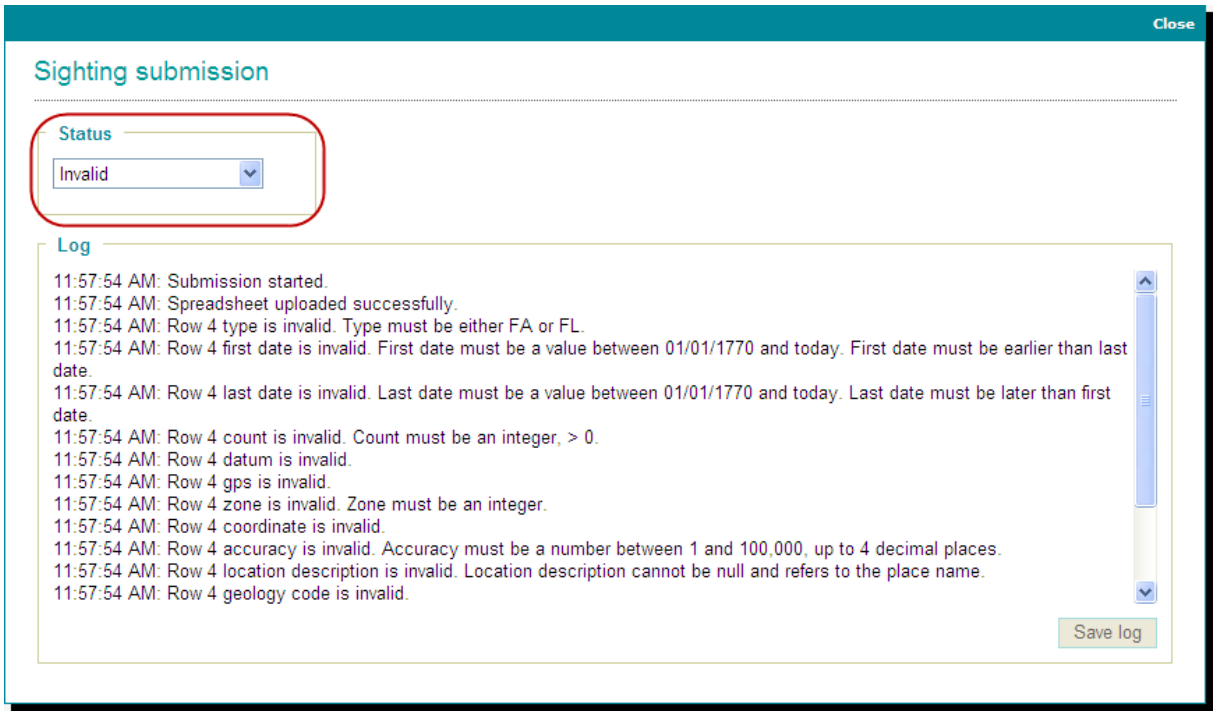
a. **Invalid**, or

b. **Submitted**

Following is a summary of what these different **Status** types mean;

a. **Invalid**

If the Status type displays as **Invalid**, this indicates that your file contains erroneous or missing data.


Close
Sighting submission
Status
Invalid
Log
11:57:54 AM: Submission started.
11:57:54 AM: Spreadsheet uploaded successfully.
11:57:54 AM: Row 4 type is invalid. Type must be either FA or FL.
11:57:54 AM: Row 4 first date is invalid. First date must be a value between 01/01/1770 and today. First date must be earlier than last date.
11:57:54 AM: Row 4 last date is invalid. Last date must be a value between 01/01/1770 and today. Last date must be later than first date.
11:57:54 AM: Row 4 count is invalid. Count must be an integer, > 0.
11:57:54 AM: Row 4 datum is invalid.
11:57:54 AM: Row 4 gps is invalid.
11:57:54 AM: Row 4 zone is invalid. Zone must be an integer.
11:57:54 AM: Row 4 coordinate is invalid.
11:57:54 AM: Row 4 accuracy is invalid. Accuracy must be a number between 1 and 100,000, up to 4 decimal places.
11:57:54 AM: Row 4 location description is invalid. Location description cannot be null and refers to the place name.
11:57:54 AM: Row 4 geology code is invalid.
Save log

The **Log** will then identify which Row's contain fields that require review and edits, with a brief description of what edits are required, as shown in the example above. Note that the Row number here refers to the row number in your excel file.

Note that only the first 100 errors will display in the log, if there are more than 100 error messages, or you wish to review your messages at a later date, you will need to save the log to view details.

- Click on the Save log button

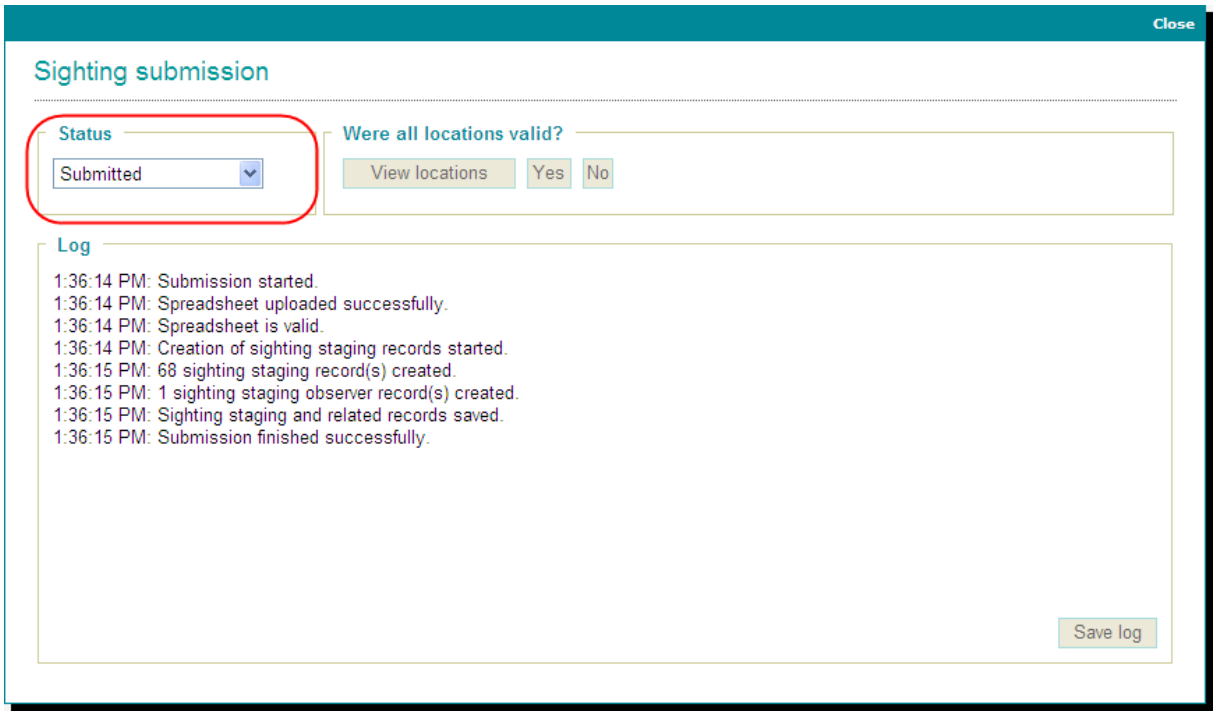
You will need to fix these errors in the ***Excel*** file. Editing the excel file ensures that the formulae and reference worksheet validates any new values added.

- Make any edits to the Excel file.
- Resave the file as a **.csv** file
- In Atlas, re-submit the .**csv** file for upload.

Repeat this process as necessary until the ***Status*** returns as **Submitted**.

b. Submitted

If the Status type displays as **Submitted**, this means that your submission has passed ***almost all*** validations.



Note that the **Sighting Submission** pop up will include the following box;

The final step of the submission is to confirm that all of the locations within the file are valid (i.e. the location description field and coordinates match up).

You have two options;

i. **Check the locations via a map generated in Atlas, to confirm they are all valid**, or

ii. **Confirm that you have already checked the locations (via your own GIS software, or other means) and they are all correct**.

Following is a summary of each of these options;

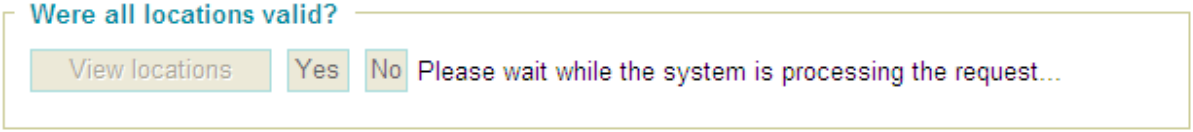
i. **Check the locations via a map generated in Atlas**.

If you have not already checked the location descriptions against the coordinates for all records (via your own GIS software, or other means) in your file, you can do this via the online Atlas website.

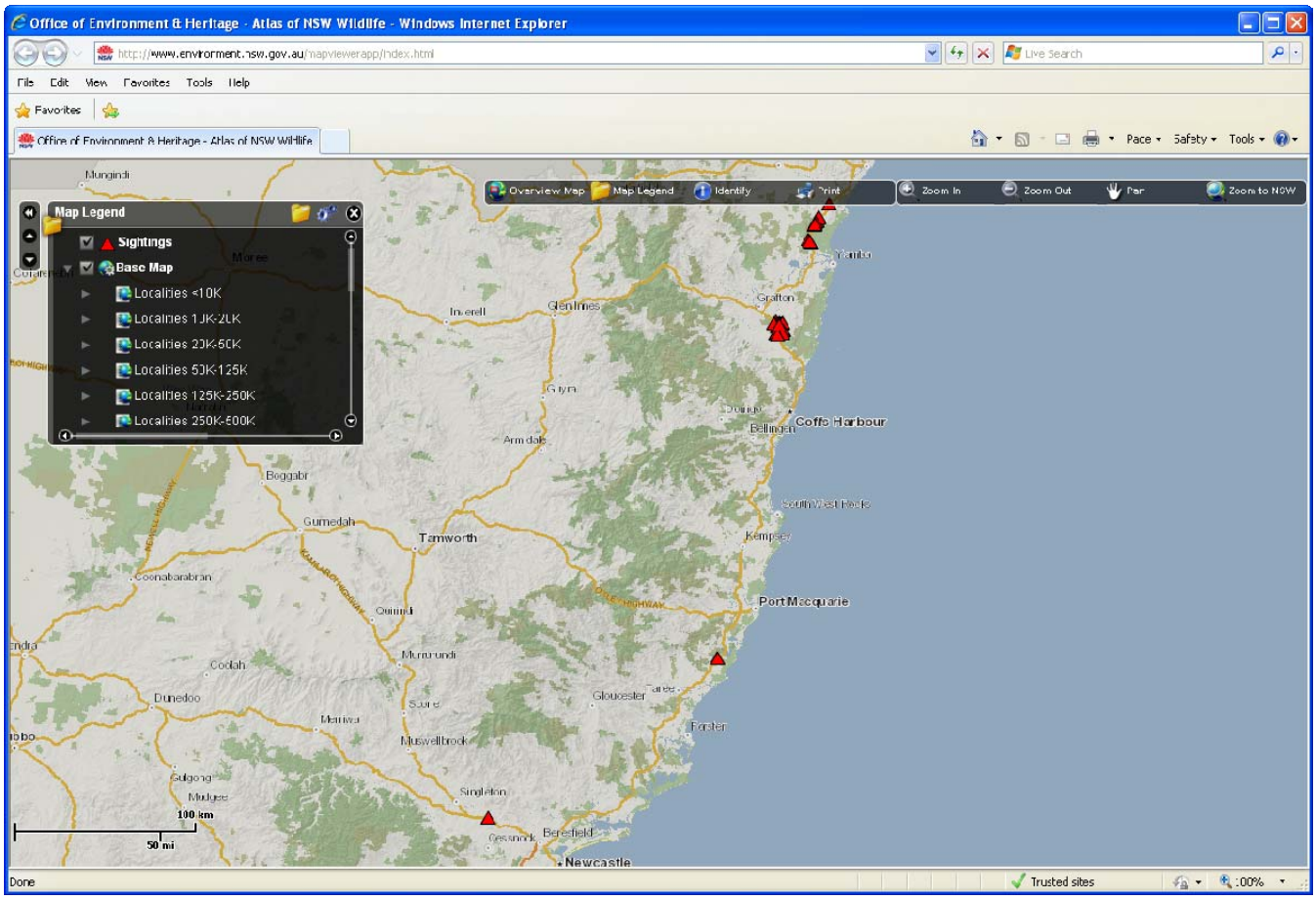
- Click the

button.

Note that a warning message appears advising you to wait while the map may take some time to display.

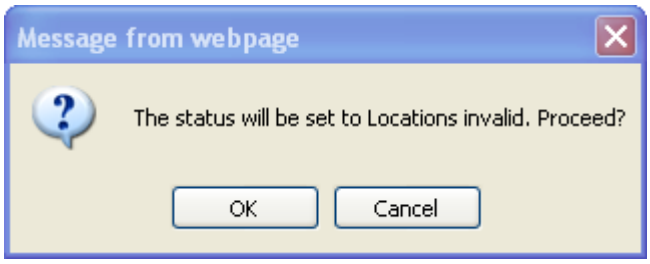


A new window will then open, with a map zoomed to your locations.



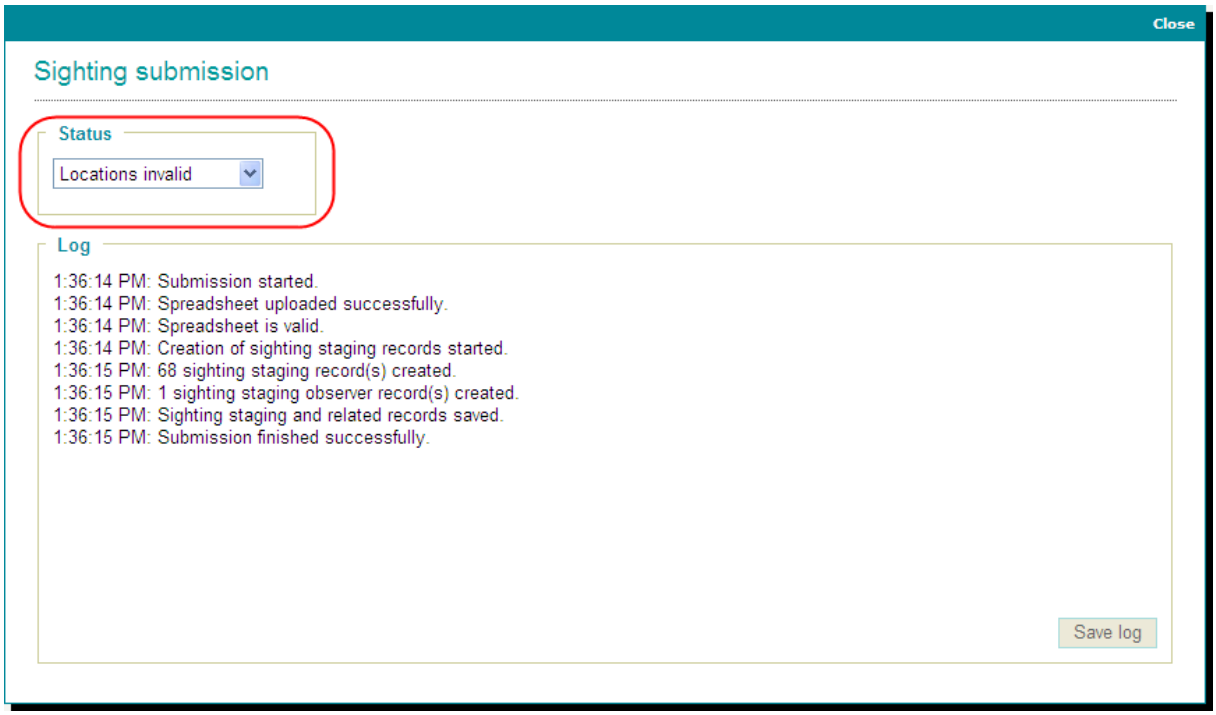
- For details on how to interact with this map and review details for individual records, please refer to Section 6.2.3.
- When you have finished checking the records, close the map window.
- If any locations require correction, you will need to click the No button in the **Sighting submission** pop-up.

The following pop-up will appear.



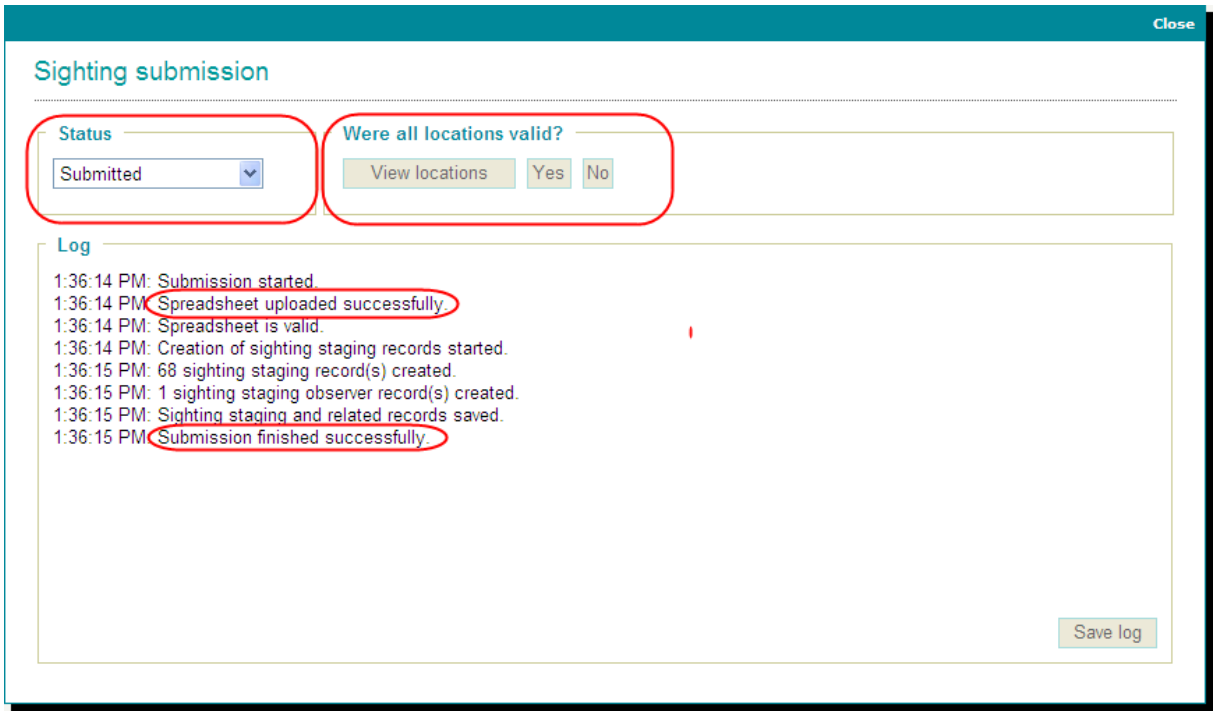
- Click on the OK button.

As a result the **Status** will automatically change to **Locations invalid**.


Close
Sighting submission
Status
Locations invalid
Log
1:36:14 PM: Submission started.
1:36:14 PM: Spreadsheet uploaded successfully.
1:36:14 PM: Spreadsheet is valid.
1:36:14 PM: Creation of sighting staging records started.
1:36:15 PM: 68 sighting staging record(s) created.
1:36:15 PM: 1 sighting staging observer record(s) created.
1:36:15 PM: Sighting staging and related records saved.
1:36:15 PM: Submission finished successfully.
Save log

- You will need to make the necessary corrections to your Excel file, re-save as a .csv file, and submit the updated file via the **Submit Sightings** selection again.

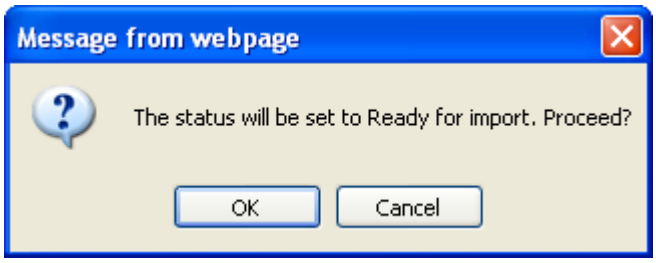
When the file displays with the four highlighted areas, as follows, you are ready to continue to step **ii**.



ii. Confirm that the locations are all valid

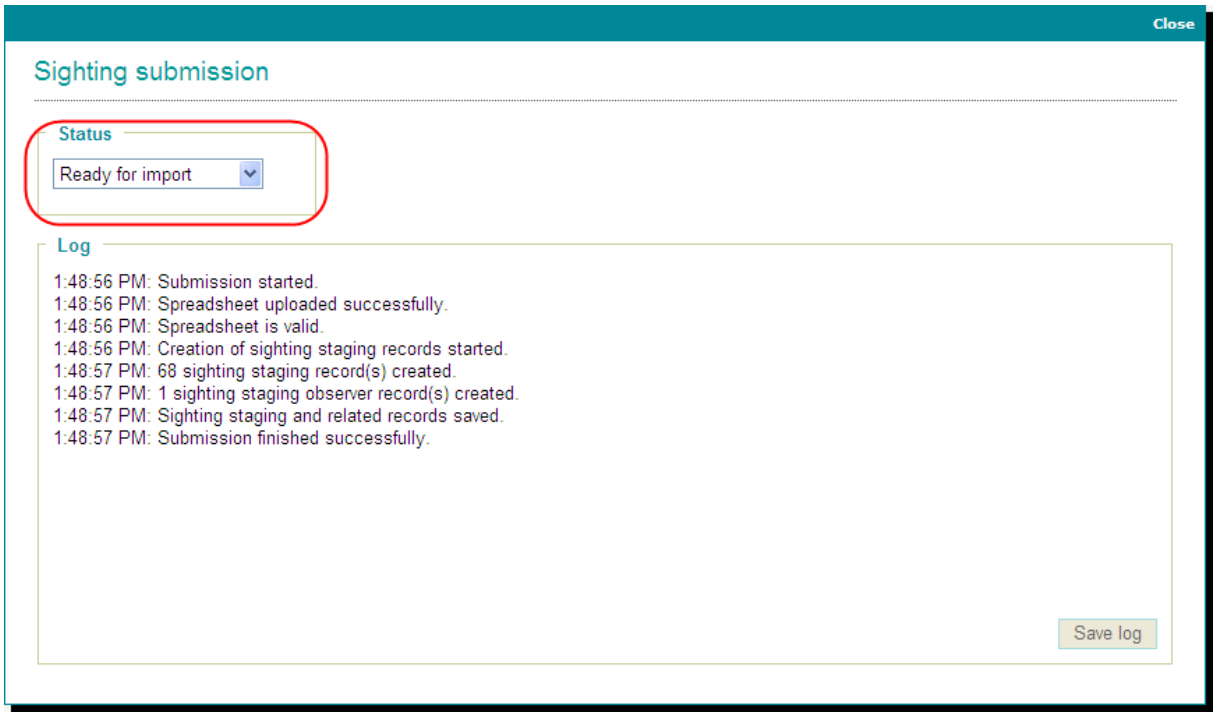
- Click the Yes button.

The following pop-up will display;



- Click on the OK button.

The pop-up closes, the location validation box disappears and the Status will be set to **Ready for import**.


Close
Sighting submission
Status
Ready for import
Log
1:48:56 PM: Submission started.
1:48:56 PM: Spreadsheet uploaded successfully.
1:48:56 PM: Spreadsheet is valid.
1:48:56 PM: Creation of sighting staging records started.
1:48:57 PM: 68 sighting staging record(s) created.
1:48:57 PM: 1 sighting staging observer record(s) created.
1:48:57 PM: Sighting staging and related records saved.
1:48:57 PM: Submission finished successfully.
Save log

Your file has now been successfully submitted and is awaiting review and import by WDU staff.

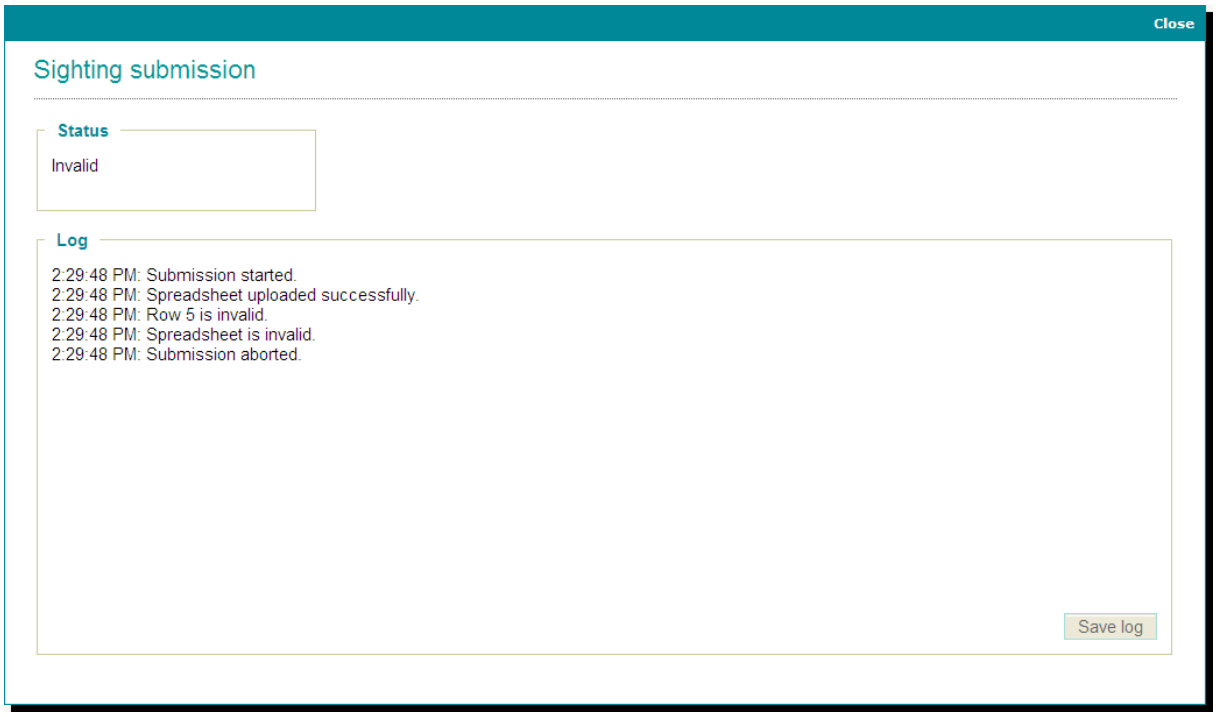
- Close the **Sighting submission** pop-up.

You do not need to do anything further.

NB: any files where the Status is listed as **Invalid**, will be ignored by WDU.

5.3.4 Troubleshooting for Import submissions

Note that you may receive a Status of ***Invalid***, without any fields specified in the **Log** (as shown in the following example)



This may occur because you have inadvertently entered a rogue value (such as a space or letter) into another row.

If it is not immediately clear from looking at your .xls or .csv file as to what may be causing the problem, please contact WDU for advice.

5.3.5 How are records finally imported into Atlas?

Once you have received a **Status** of ***Ready for Import*** in the Sighting Submission pop-up, the file is stored in a staging area of the database, awaiting import. The records in the staging area have not yet been assigned sighting keys and will not appear in any searches you undertake.

The Wildlife Data Unit (WDU) are the only OEH staff that can finish the import process to incorporate the records into the Atlas. Note that only those submissions flagged as **Ready for Import** will be reviewed and imported by the WDU. All other submissions that have returned as **Invalid** will be ignored.

The WDU routinely reviews and processes any files which are flagged ‘Ready for Import’.

For the file to be imported, this still involves further validation; i.e. random audits of locations, assigning observer details, and species details (where necessary) and review of potential duplicates, at which point WDU staff may contact you if further clarifications are required.

The WDU will work through imports by date of submission. If there is an urgency to have your file imported, please just let the WDU staff know, otherwise it will be imported in due time.

A note on Quarantine

Please note that the Atlas has inbuilt validation checks against **species distribution**. Species entered for a location outside of their known / accepted distribution within NSW will be saved to a quarantined section of the database, pending review by WDU. Please be aware that if some of your records are not viewable in the Atlas, it may be that they are stored in the Quarantined section of the database, pending review.

6. Search

Please note that this section relates to specialist users of the Atlas who have signed a licence to obtain Atlas records, otherwise known as '**Licensed users**'. Licensed users have a bona fide reason for obtaining a restricted version of the records available via the Atlas search menu, which includes more precise locations of species classed as 'sensitive', as well as some additional fields.

If you are accessing this Search menu as a '**Registered user**', the Search results will be *exactly* the same as for the Public user Search (i.e. searching from the Search menu after logging in, will return the exact same information as if you were to search via the Search menu publicly available via the Bionet homepage).

6.1 Background information to be read prior to searching

6.1.1 Why is data provided under a licence agreement?

Data is provided under licence to protect the locations of species, particularly those that are sensitive, and to ensure that the appropriate data is accessed.

Your Atlas licence;

- licenses you for your use of the Atlas system and the data you retrieve from it
- enables multiple users within the one organisation to obtain access to the Atlas under a single licence
- defines the restrictions around mapping of records. This enables mapping of non-sensitive species at any scale. Should the user wish to produce a map which does include sensitive species, they can either;
    - refine the scale to 1:250,000 or coarser, or
    - produce a map from the Atlas, via public user access, at any scale, where locations of;
        - Category 2 sensitive species are denatured to 0.1° (approximately ten kilometres accuracy), and
        - Category 3 sensitive species and denatured by 0.01° (approximately one kilometre accuracy) for Category 3, by default.

The full conditions under which you can access and use data from the Atlas of NSW Wildlife database, are available via the Atlas Data Licence.

6.1.2 Disclaimer / Reference for Atlas data

Disclaimer

When including species lists or maps generated from the Atlas, in reports, please ensure that the standard disclaimers that are provided with the lists/maps are included. Maps/reports made from the Data and that will be available to third parties must acknowledge the source and the date the Data was obtained, as follows;

"*NSW Office of Environment and Heritage's Atlas of NSW Wildlife, which holds data from a number of custodians. Data obtained dd/mm/yyyy*".

Reference

The Atlas of NSW Wildlife should be cited or referenced in any bibliography as follows;

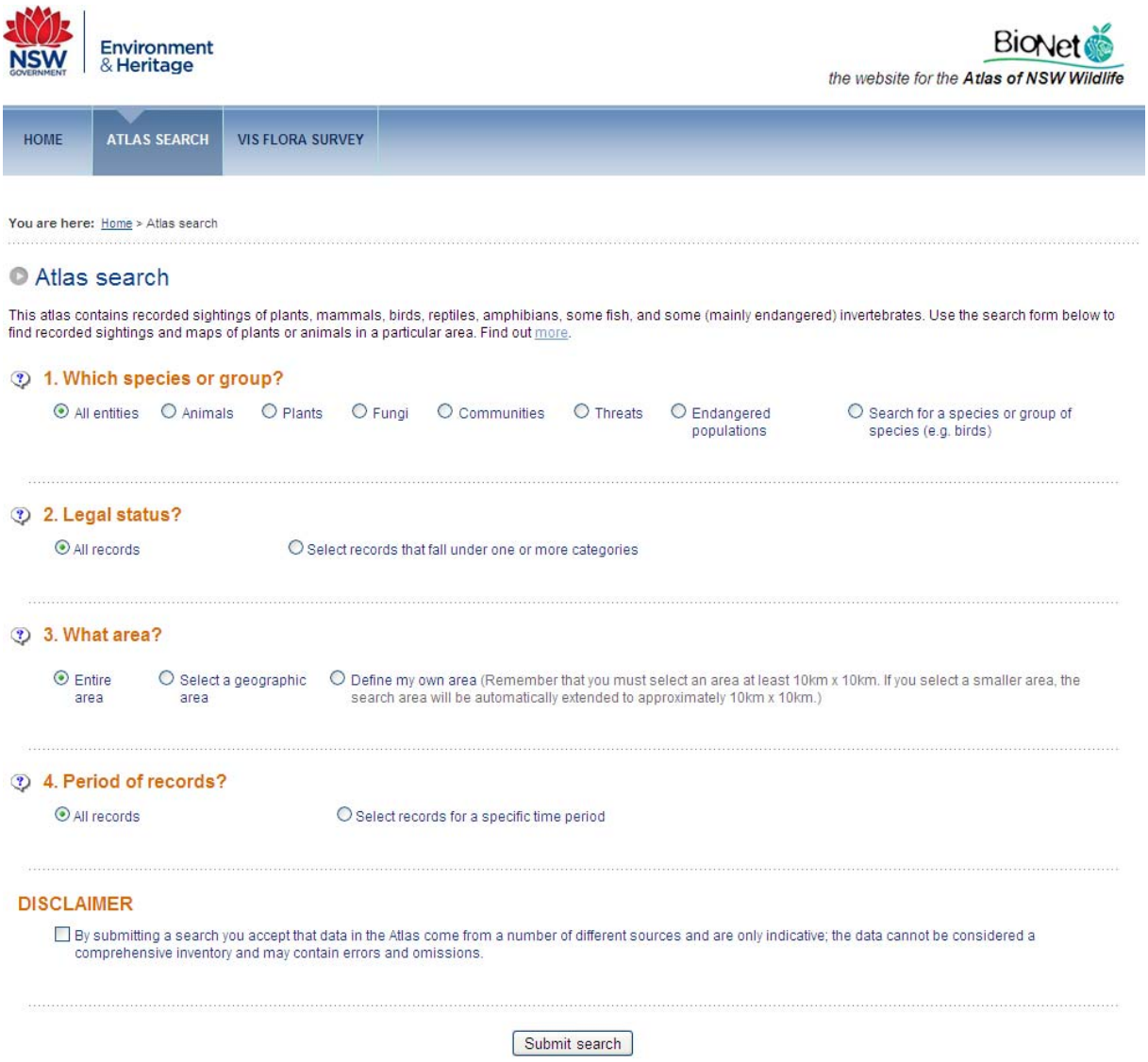
"NSW Office of Environment and Heritage (<insert year>) Atlas of NSW Wildlife database. Data accessed <insert dd/mm/yyyy>."

6.2 Start searching

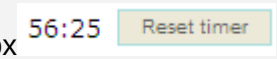
6.2.1 Select search criteria

- Click on the **Search** menu.

A new window containing the **Atlas search** page returns.


NSW GOVERNMENT
Environment & Heritage
BioNet
the website for the Atlas of NSW Wildlife
HOME
ATLAS SEARCH
VIS FLORA SURVEY
You are here: Home > Atlas search
Atlas search
This atlas contains recorded sightings of plants, mammals, birds, reptiles, amphibians, some fish, and some (mainly endangered) invertebrates. Use the search form below to find recorded sightings and maps of plants or animals in a particular area. Find out more.
1. Which species or group?
All entities
Animals
Plants
Fungi
Communities
Threats
Endangered populations
Search for a species or group of species (e.g. birds)
2. Legal status?
All records
Select records that fall under one or more categories
3. What area?
Entire area
Select a geographic area
Define my own area (Remember that you must select an area at least 10km x 10km. If you select a smaller area, the search area will be automatically extended to approximately 10km x 10km.)
4. Period of records?
All records
Select records for a specific time period
DISCLAIMER
By submitting a search you accept that data in the Atlas come from a number of different sources and are only indicative; the data cannot be considered a comprehensive inventory and may contain errors and omissions.
Submit search

Tip

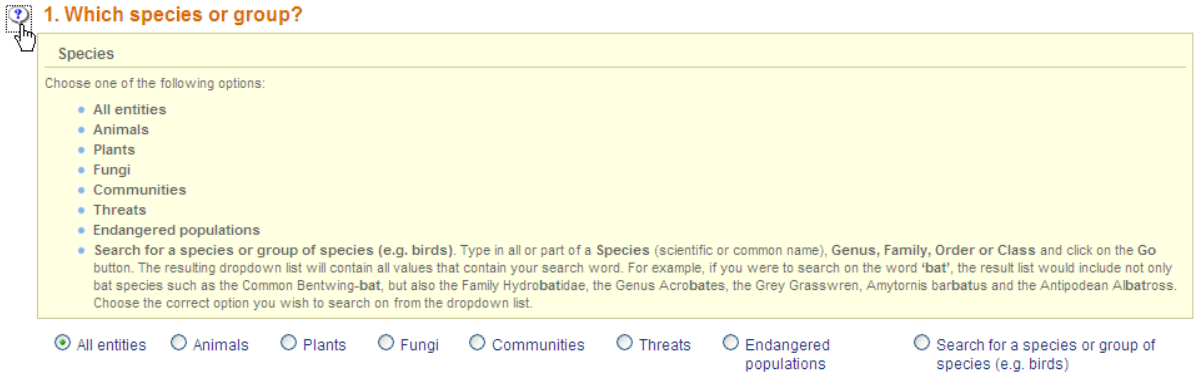
The Reset time box 

which displays on the Atlas login page, continues to count down after the new Search window opens. This means that if you intend to use the Search page for more than 1 hour, your Atlas session could time out while you are in the middle of a search. To avoid this happening, click on the reset timer button before the clock expires.

The Search page is displayed as a single page with radio-buttons and drop-down lists to select your search criteria. Before beginning a search, please refer to Section 4.3 to review helpful advice and warnings.

There are four steps at which you can input criteria to refine your search. Note that each step has an information button which is located to the left of each step number.

- Left mouse click once on the button, to display a text box underneath the heading with more information about this field. As an example, the info box for the first step is displayed below.


1. Which species or group?
Species
Choose one of the following options:
All entities
Animals
Plants
Fungi
Communities
Threats
Endangered populations
Search for a species or group of species (e.g. birds). Type in all or part of a Species (scientific or common name), Genus, Family, Order or Class and click on the Go button. The resulting dropdown list will contain all values that contain your search word. For example, if you were to search on the word 'bat', the result list would include not only bat species such as the Common Bentwing-bat, but also the Family Hydrobatidae, the Genus Acrobates, the Grey Grasswren, Amytornis barbatus and the Antipodean Albatross. Choose the correct option you wish to search on from the dropdown list.
All entities
Animals
Plants
Fungi
Communities
Threats
Endangered populations
Search for a species or group of species (e.g. birds)

Enter values into each of the four steps, as follows:

1. Which species or group?

Choose one of the following eight options:

a. All entities

b. Animals

c. Plants

d. Fungi

e. Communities (threatened Ecological Communities, as listed under the TSC Act)

f. Threats (Key Threatening Processes, as listed under the TSC Act)

g. Endangered Populations (as listed under the TSC Act), or

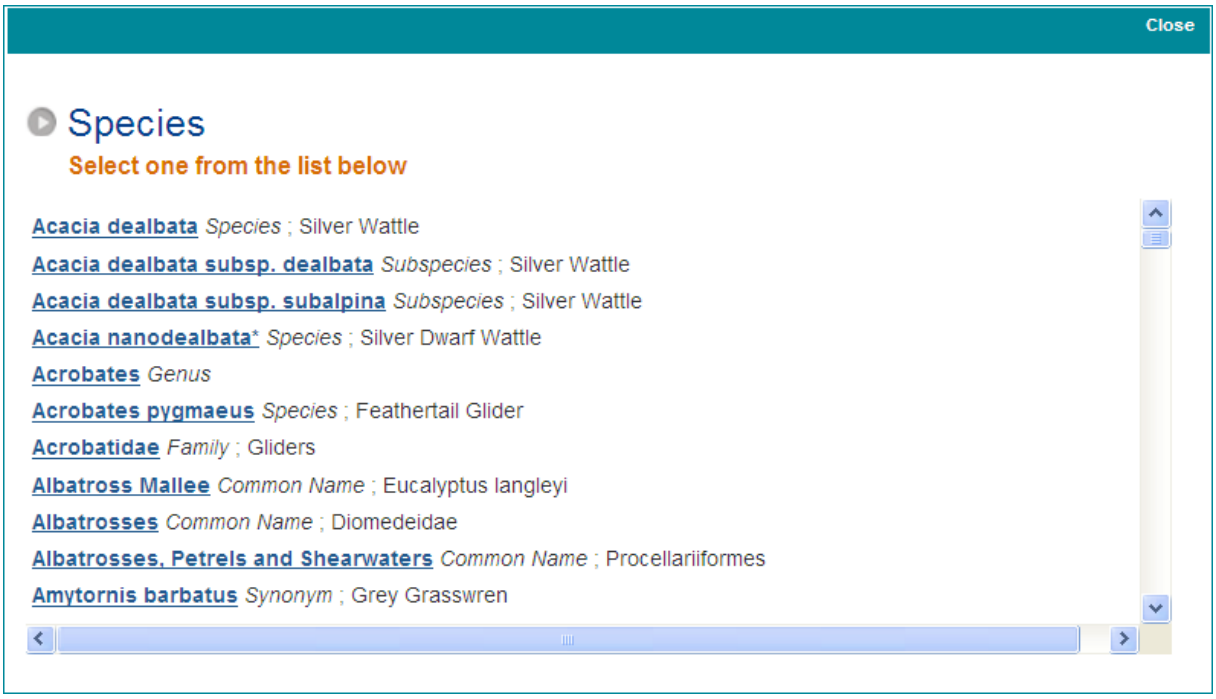
h. Search for a species or group of species (e.g. birds).

If selecting a specific species or group:

- Click on the last option '**Search for a species or group of species (e.g. birds)**' to display a search box:

- Type in all (or part) of a **Species** (scientific or common name), **Genus**, **Family**, **Order** or **Class**.
- Click on the Go button.

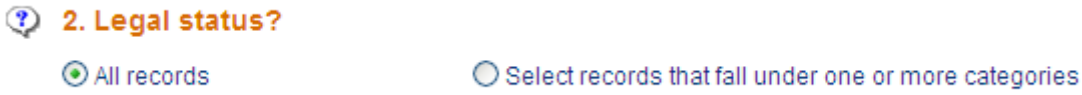
A **Species** pop-up appears listing all values that *contain* your search word. For example, if you were to search on the word '**bat**', the result list would include not only bat species such as the Common Bentwing-**bat**, but also the Family Hydro**bat**idae, the Genus Acro**bat**es, the Grey Grasswren, *Amytornis bar**bat**us* and the Antipodean Al**bat**ross.


Close
Species
Select one from the list below
Acacia dealbata Species ; Silver Wattle
Acacia dealbata subsp. dealbata Subspecies ; Silver Wattle
Acacia dealbata subsp. subalpina Subspecies ; Silver Wattle
Acacia nanodealbata* Species ; Silver Dwarf Wattle
Acrobates Genus
Acrobates pygmaeus Species ; Feathertail Glider
Acrobatidae Family ; Gliders
Albatross Mallee Common Name ; Eucalyptus langleyi
Albatrosses Common Name ; Diomedeidae
Albatrosses, Petrels and Shearwaters Common Name ; Procellariiformes
Amytornis barbatus Synonym ; Grey Grasswren

- Use the scroll-bar to scroll through the list and select the appropriate species.

On selecting the species, the **Species** pop-up will automatically close and the selected species will display next to the '**Term selected**:' text.

2. Legal Status?

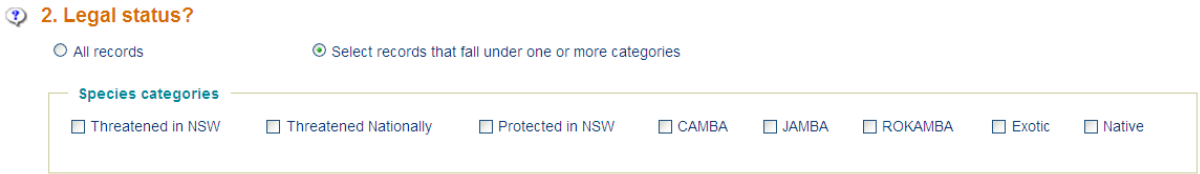


Choose one of the following two options:

a. **All records**, or

b. **Select records that fall under one or more categories**

- Clicking on the option **Select records that fall under one or more categories** displays a search box with the following options:



- **Threatened in NSW** refers to species listed on the *Threatened Species Conservation Act 1995*.
- **Threatened Nationally** refers to species listed on the *Environment Protection and Biodiversity Conservation Act 1999*.
- **Protected in NSW** refers to species listed on the *National Parks and Wildlife Act 1974*.
- **CAMBA** refers to species listed on the China-Australia Migratory Bird Agreement.
- **JAMBA** refers to species listed on the Japan-Australia Migratory Bird Agreement.

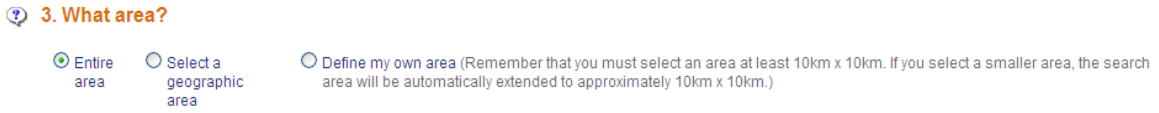
- **ROKAMBA** refers to species listed on the Republic of Korea-Australia Migratory Bird Agreement.
- **Exotic** refers to introduced species.
- **Native** refers to all non-exotic species.

- Select one or more **Species categories** by clicking in the check-box(es).

Note that selecting more than one category will return species records that occur in either one of those categories. For example, selecting both **Threatened in NSW** and **Threatened Nationally** will return all records that are listed on ***either*** the *Threatened Species Conservation Act 1995* ***or*** the *Environment Protection and Biodiversity Conservation Act 1999* (rather than only those species listed on *both* Acts).

- To deselect, click the check box a second time.

3. What area?

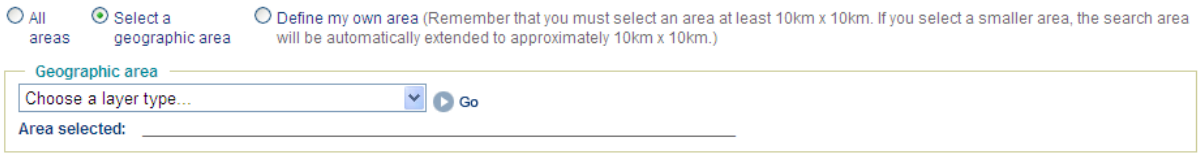

3. What area?
Entire area
Select a geographic area
Define my own area (Remember that you must select an area at least 10km x 10km. If you select a smaller area, the search area will be automatically extended to approximately 10km x 10km.)

Choose one of the following three options:

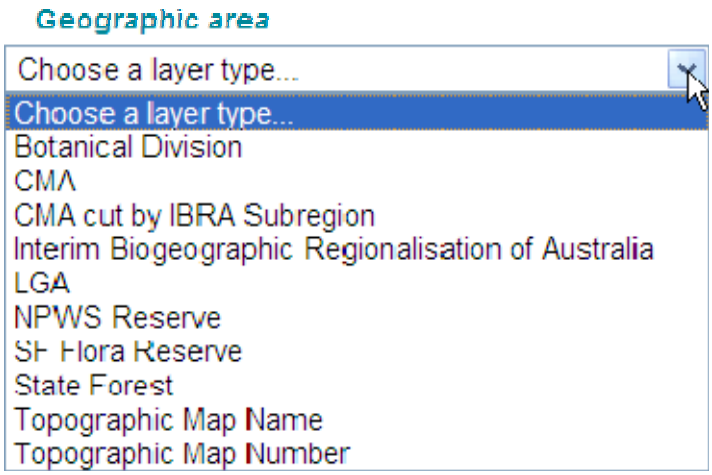
c. **Entire area** to search on all of NSW, together with any available records from neighbouring states

d. **Select a geographic area** to choose a layer type (e.g. LGA) to select a specific geographic area (e.g. Ashfield LGA)

- If selecting the ***Select a geographic area*** radio button, a ***geographic area*** drop-down list will display.

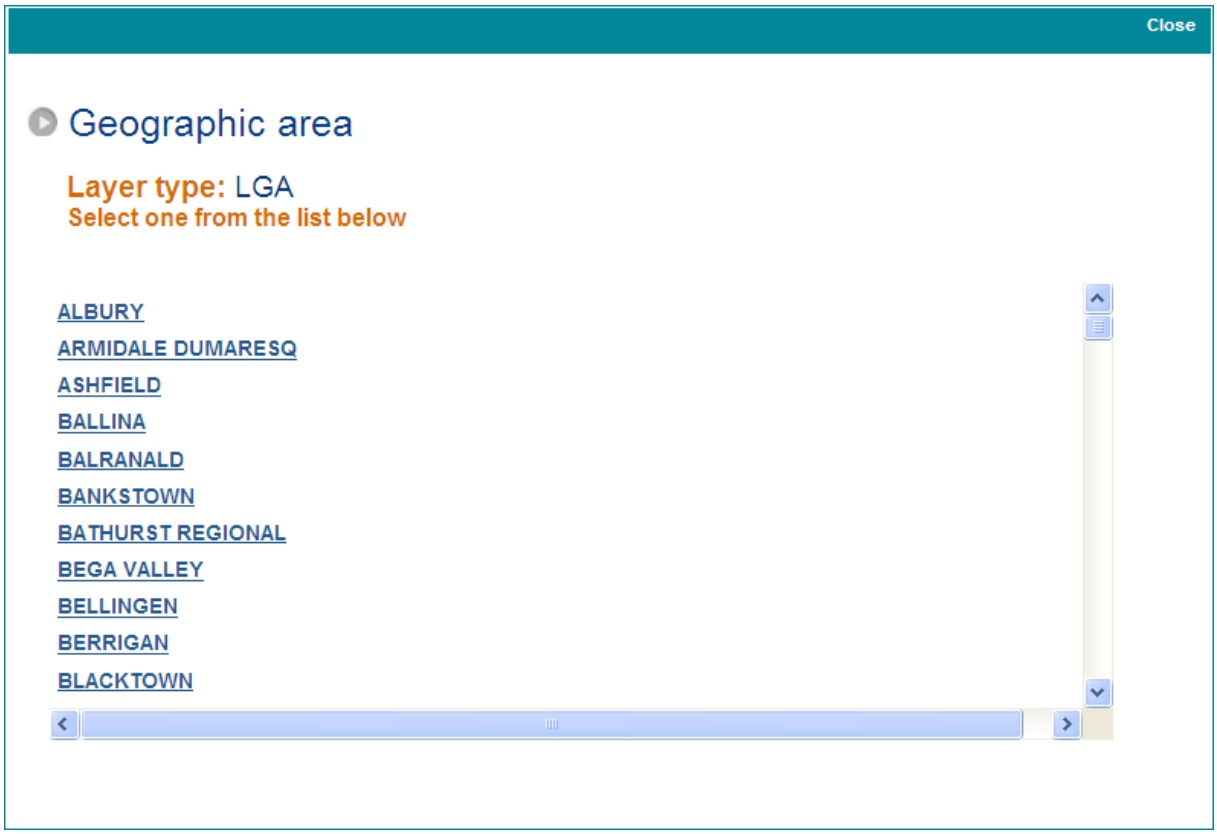

All areas
Select a geographic area
Define my own area (Remember that you must select an area at least 10km x 10km. If you select a smaller area, the search area will be automatically extended to approximately 10km x 10km.)
Geographic area
Choose a layer type...
Go
Area selected:

- Click on the drop-down box to scroll through the list of available layers to search on.



- On selecting a geographic area, a pop-up box with all available search areas will display.

For example, if ***LGA*** has been selected, the **Geographic area** box will display as follows;

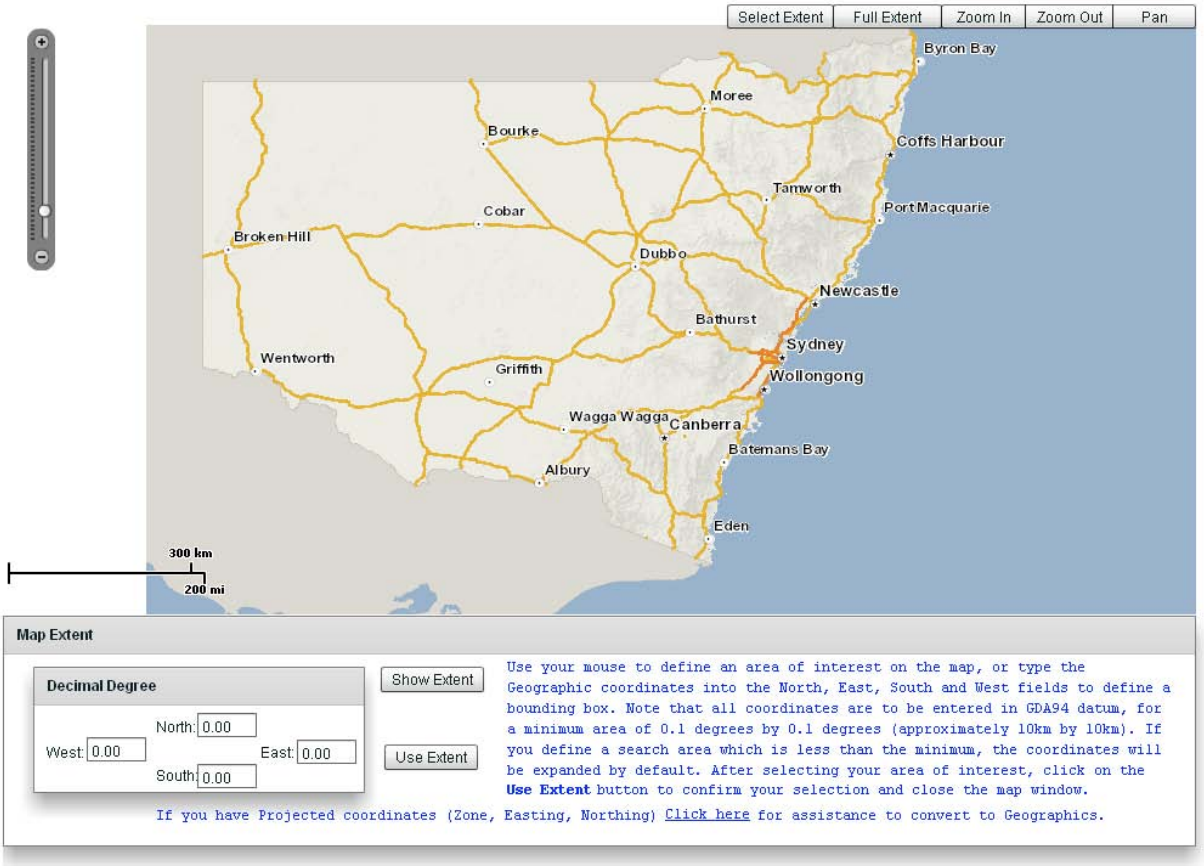


- Use the scroll bar to navigate through the list and **select** your geographic area of interest.

Selecting an area will cause the **Geographic area** pop-up box to automatically close, and the selected area to display next to the text '**Area selected:**'

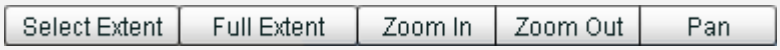
e. Define my own area

- If you would prefer to input your own search boundary, clicking on this radio button will display a map of NSW in a new pop-up window.

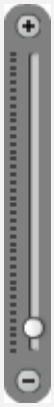

Select Extent
Full Extent
Zoom In
Zoom Out
Pan
Byron Bay
Moree
Bourke
Coffs Harbour
Tamworth
Cobar
Port Macquarie
Broken Hill
Dubbo
Newcastle
Bathurst
Sydney
Wentworth
Griffith
Wollongong
Wagga Wagga
Canberra
Batemans Bay
Albury
Eden
300 km
200 mi
Map Extent
Decimal Degree
North: 0.00
West: 0.00
East: 0.00
South: 0.00
Show Extent
Use Extent
Use your mouse to define an area of interest on the map, or type the Geographic coordinates into the North, East, South and West fields to define a bounding box. Note that all coordinates are to be entered in GDA94 datum, for a minimum area of 0.1 degrees by 0.1 degrees (approximately 10km by 10km). If you define a search area which is less than the minimum, the coordinates will be expanded by default. After selecting your area of interest, click on the Use Extent button to confirm your selection and close the map window.
If you have Projected coordinates (Zone, Easting, Northing) Click here for assistance to convert to Geographics.

Map help

To allow for ease in selecting your search area, note the group of icons in the top right hand corner of the map:



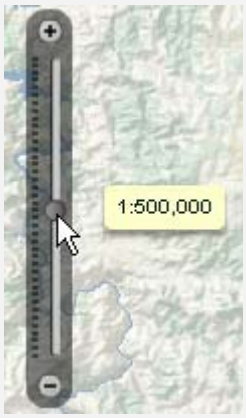
and the bar on the top left hand side:



You can zoom in or out by either selecting the

or

buttons and drawing a box, or using your mouse to click on the scale bar and dragging to the desired scale.



Note that the Full Extent button returns the extent to NSW.

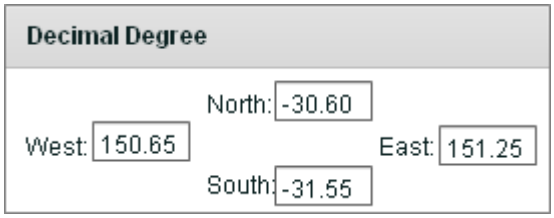
You can select a search area in one of two ways, either:

i. Use your mouse to **draw a box around your area of interest**, or

ii. Define your area of interest by **entering the bounding coordinates** in **geographics** (latitude and longitude) **Decimal degrees (GDA94)**.

To do this;

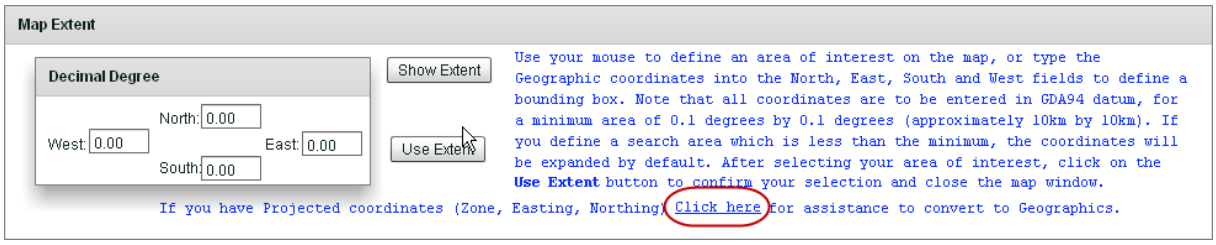
- Type your minimum coordinates into the South and West boxes, and type your maximum coordinates into the North and East boxes. Note (as shown in the below example), the North and South fields must be preceded by a negative sign (**-**), and are capped to 2 decimal places.



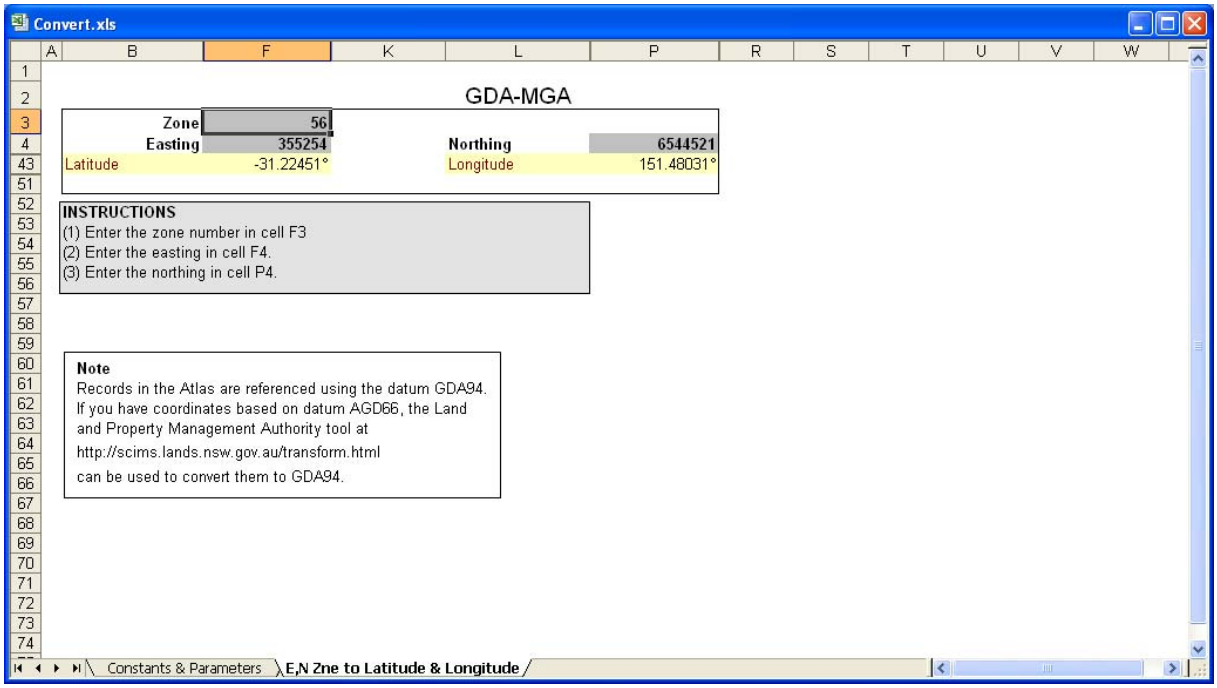
- Click on the Show Extent button to view the bounding box on your map (i.e. a red box will automatically draw that corresponds to the coordinates you have input).

NB: If you have projected coordinates (i.e. Zone, Easting, Northing) you wish to search on;

- Click on the Click here link (highlighted below).


Map Extent
Decimal Degree
North: 0.00
West: 0.00
East: 0.00
South: 0.00
Show Extent
Use Extent
Use your mouse to define an area of interest on the map, or type the Geographic coordinates into the North, East, South and West fields to define a bounding box. Note that all coordinates are to be entered in GDA94 datum, for a minimum area of 0.1 degrees by 0.1 degrees (approximately 10km by 10km). If you define a search area which is less than the minimum, the coordinates will be expanded by default. After selecting your area of interest, click on the Use Extent button to confirm your selection and close the map window.
If you have Projected coordinates (Zone, Easting, Northing) Click here for assistance to convert to Geographics.

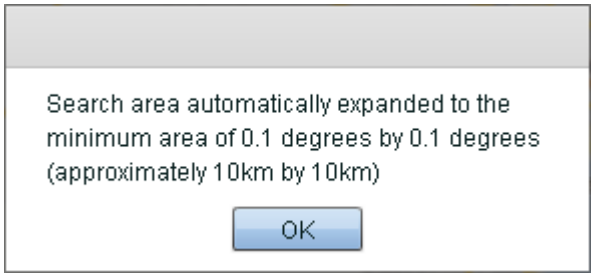
You will be re-directed to an excel conversion tool, ***Convert.xls*** (as shown below).


Convert.xls
GDA-MGA
Zone 56
Easting 355254
Northing 6544521
Latitude -31.22451°
Longitude 151.48031°
INSTRUCTIONS
(1) Enter the zone number in cell F3
(2) Enter the easting in cell F4.
(3) Enter the northing in cell P4.
Note
Records in the Atlas are referenced using the datum GDA94. If you have coordinates based on datum AGD66, the Land and Property Management Authority tool at
http://scims.lands.nsw.gov.au/transform.html
can be used to convert them to GDA94.
Constants & Parameters
E,N Zne to Latitude & Longitude

In the file ***Convert.xls***;

- Enter values for Zone, Easting and Northing to obtain the converted coordinates in decimal degrees.
- Then enter the converted coordinates into the Decimal degree box of the ***Define my own area*** window, before closing the convert.xls file.

Note that the minimum search area is 0.1 degrees by 0.1 degrees (approximately a ten kilometre by ten kilometre box). Attempting to enter or draw a smaller search area will return the following pop-up message:



- To confirm your selection and close the map, click on the Use Extent button.

The map window will close and your selected coordinates will display on the search page.

4. Period of records

Choose one of the following options:

a. All records (note that the database includes historical records), or

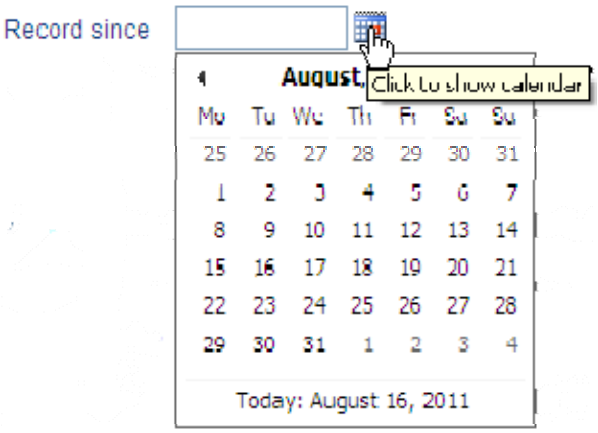
b. Select records for a specific time period.

- If selecting **Select records for a specific time period**, a **Specific time period** box will display.

i. To select records recorded ***after*** a particular date, either:

- click in the date cell to allow the cell format to display and enter the date in the format dd/mm/yyyy, or

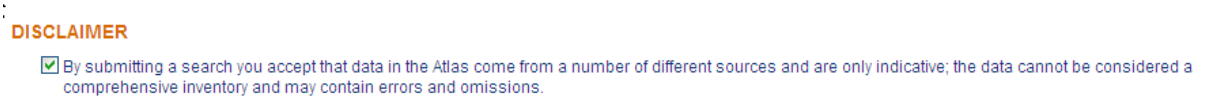
- click on the calendar icon to display a pop-up calendar allowing you to select the date.



ii. To select record recorded ***before*** a particular date, click on the **Record before** field, and either choose the date from the pop-up calendar, or type the date in the format dd/mm/yyyy.

iii. To choose records recorded ***within a specific time period***, enter details into **both** the **Record since** and **Record before** fields (where the date for the *Record since* field is </= the date of the *Record before* field).

- Once all search criteria has been input, click on the **Disclaimer** checkbox to confirm you agree to the conditions.


DISCLAIMER
By submitting a search you accept that data in the Atlas come from a number of different sources and are only indicative; the data cannot be considered a comprehensive inventory and may contain errors and omissions.

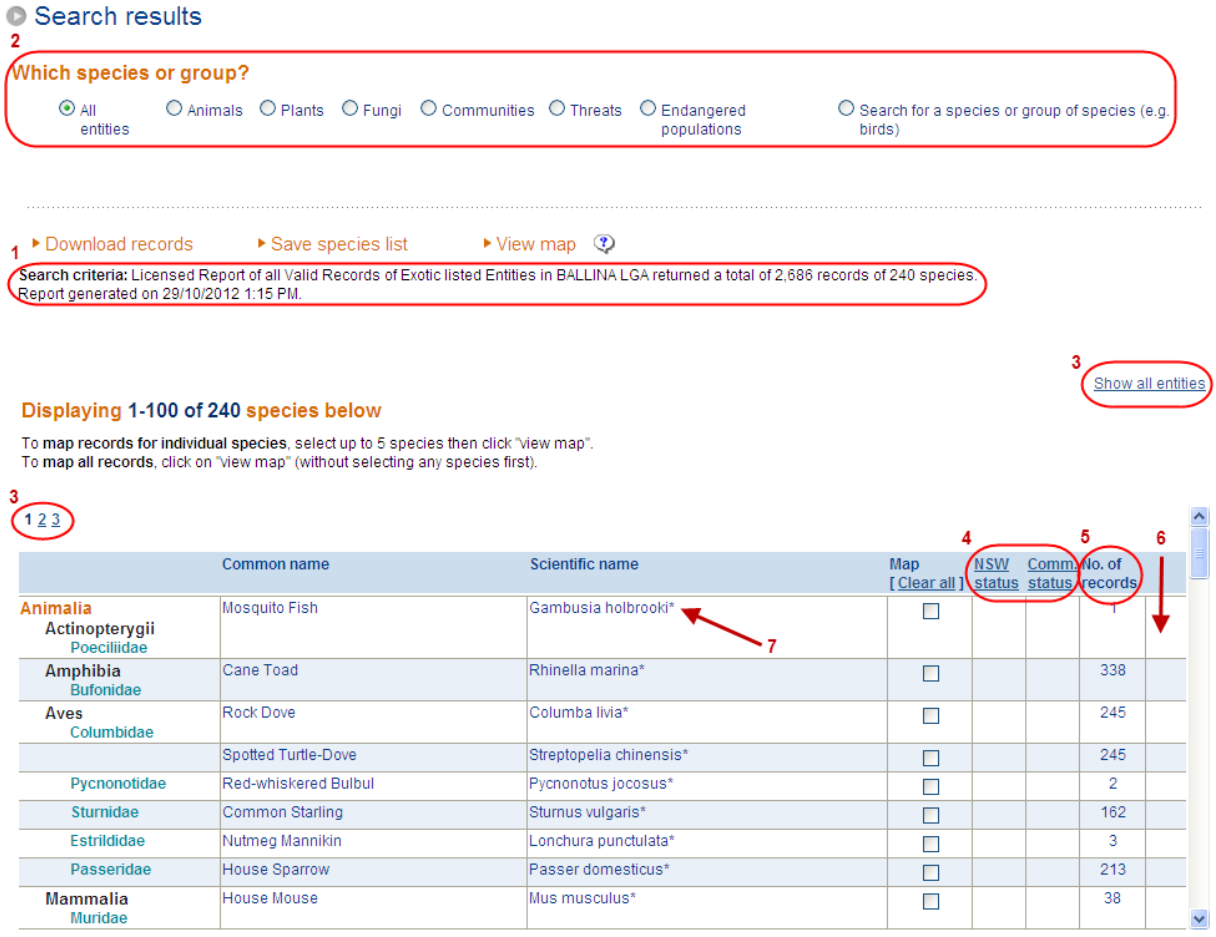
- To run the search, click on the Submit search button.

After your search has run successfully, you have the option to;

- ***View*** the results (see Section 6.2.2)
- ***Map*** the records (see Section 6.2.3)
- ***Save the species list*** (see Section 6.2.4), and
- ***Download*** the records (see Section 6.2.5).

6.2.2 Review results

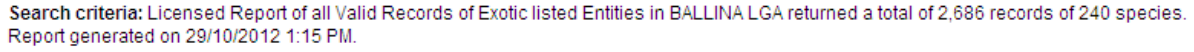
The search results will return as a species list. Following is a sample results page for all Exotic species in Ballina LGA. (Note that depending on your screen resolution, you may only see the first species in your list, so you may need to use your scroll bar).



Different aspects of this screen (highlighted and numbered) are explained in detail below.

1. Review Search criteria

Below the second dotted line on your search results page, your search criteria and results summary are listed.


Search criteria: Licensed Report of all Valid Records of Exotic listed Entities in BALLINA LGA returned a total of 2,686 records of 240 species.
Report generated on 29/10/2012 1:15 PM.

Please take the time to review this for each search to double check that you have entered the right criteria and the database is returning what you have specified.

2. Refine your search results by species or group

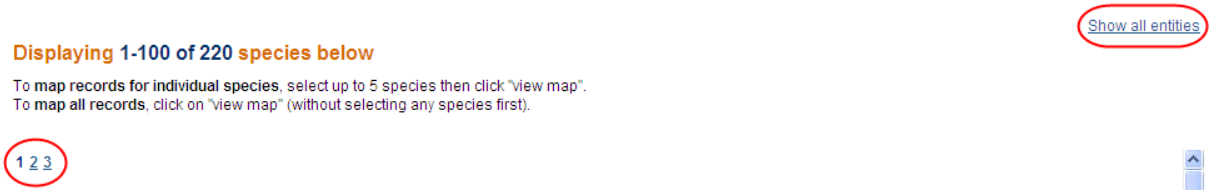
Note the first part of your search results includes radio buttons for species or groups.

Clicking on any of these radio buttons will re-run the search results against the new criteria. For example, if your initial search was for all Exotic species in Ballina LGA, you could click on the ***Plants*** radio button to refine the search results to Exotic plants in Ballina LGA.

The search criteria and results list will adjust accordingly.

3. View the entire species list onscreen

Where more than 100 species are returned, a scroll bar will activate on the right hand side of the page allowing you to view the first (up to) 100 species. Where more than 100 species are returned, the results will be paginated (see numbers circled in the image below, on the left hand side) and a Show all entities link button displays on the right hand side.


Show all entities
Displaying 1-100 of 220 species below
To map records for individual species, select up to 5 species then click "view map".
To map all records, click on "view map" (without selecting any species first).
1 2 3

Either click on subsequent page numbers to view additional species, or click on the Show all entities link button, to display all results in a single page.

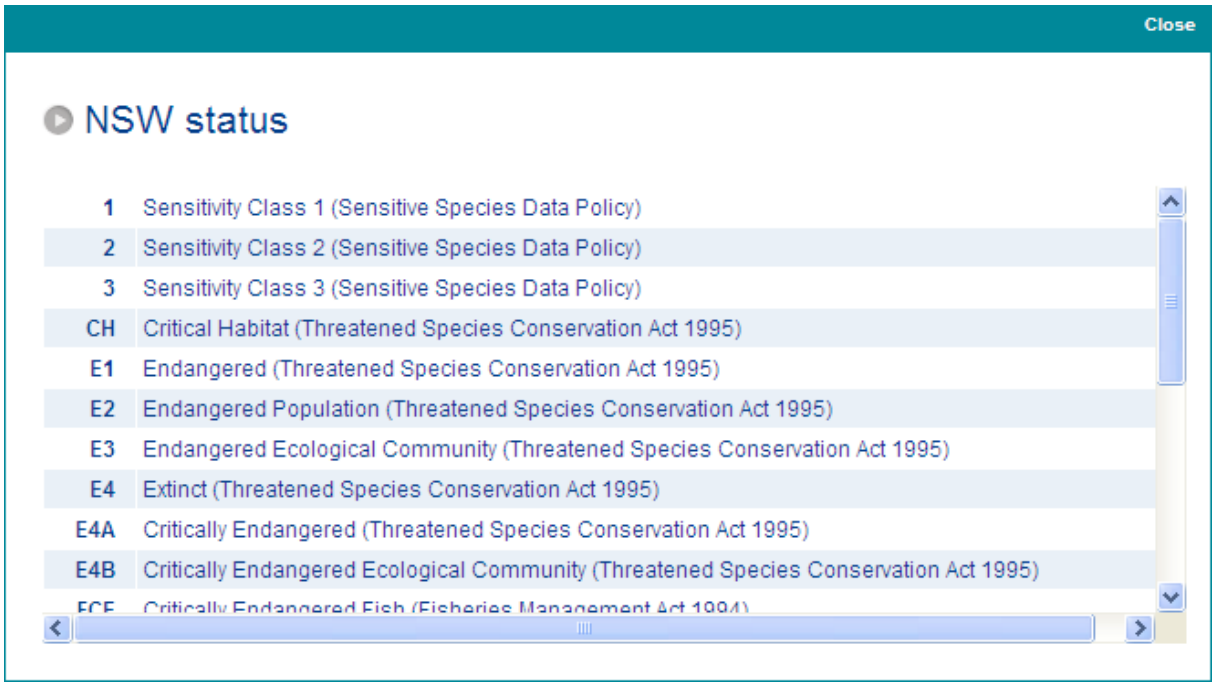
4. View legal status details

The legal status are displayed in two columns;

a. The column labelled **NSW status** refers to all species listed under NSW legislation;

- *National Parks and Wildlife Act 1974*
- *Threatened Species Conservation Act 1995*
- *Fisheries Management Act 1994*, and
- *Sensitive Species Data Policy* (OEH).

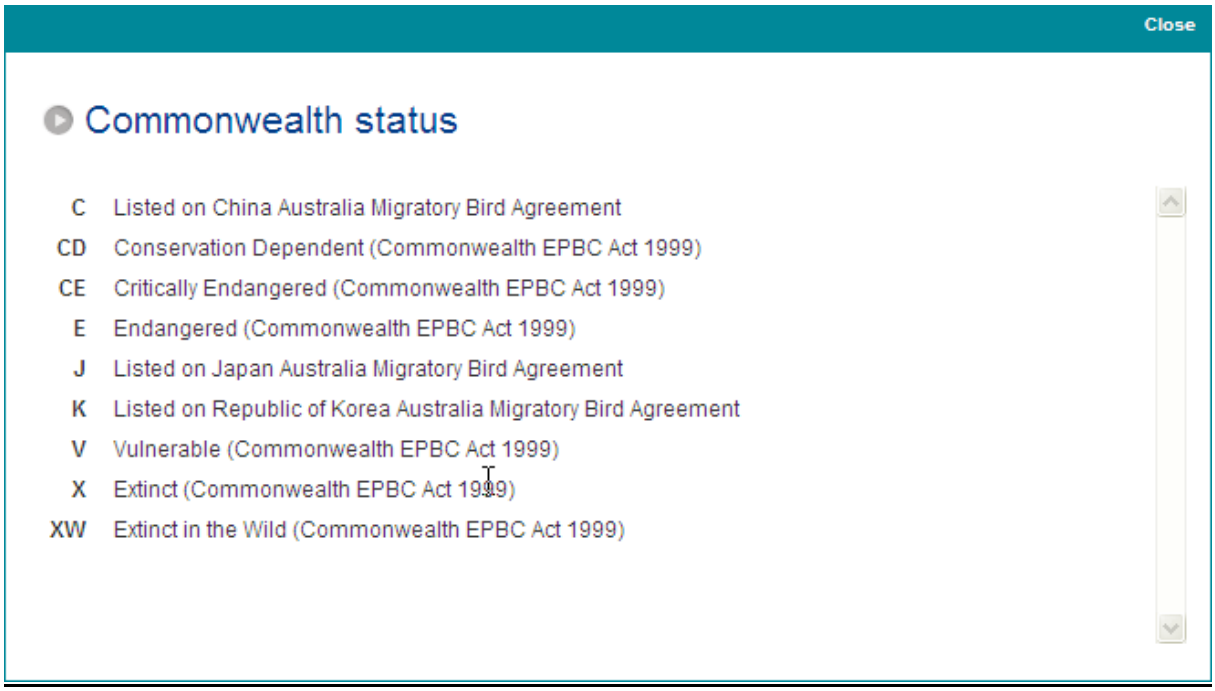
- Click on the NSW status link button to display a **NSW status** pop-up, listing the definition for each value in this field.


Close
NSW status
1 Sensitivity Class 1 (Sensitive Species Data Policy)
2 Sensitivity Class 2 (Sensitive Species Data Policy)
3 Sensitivity Class 3 (Sensitive Species Data Policy)
CH Critical Habitat (Threatened Species Conservation Act 1995)
E1 Endangered (Threatened Species Conservation Act 1995)
E2 Endangered Population (Threatened Species Conservation Act 1995)
E3 Endangered Ecological Community (Threatened Species Conservation Act 1995)
E4 Extinct (Threatened Species Conservation Act 1995)
E4A Critically Endangered (Threatened Species Conservation Act 1995)
E4B Critically Endangered Ecological Community (Threatened Species Conservation Act 1995)

b. The column labelled **Comm. Status** refers to those species listed under Commonwealth legislation:

- *Environment Protection and Biodiversity Conservation Act 1999*, and
- Migratory Bird agreements (JAMBA, CAMBA and RoKAMBA).

- Click on the Comm status link button to display a **Commonwealth status** pop-up, listing the definition for each value in this field.


Close
Commonwealth status
C Listed on China Australia Migratory Bird Agreement
CD Conservation Dependent (Commonwealth EPBC Act 1999)
CE Critically Endangered (Commonwealth EPBC Act 1999)
E Endangered (Commonwealth EPBC Act 1999)
J Listed on Japan Australia Migratory Bird Agreement
K Listed on Republic of Korea Australia Migratory Bird Agreement
V Vulnerable (Commonwealth EPBC Act 1999)
X Extinct (Commonwealth EPBC Act 1999)
XW Extinct in the Wild (Commonwealth EPBC Act 1999)

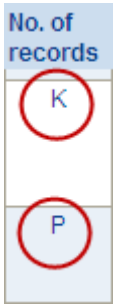
5. No. of records

The field labelled **No. of records** refers to the number of individual records. Please note that in some cases a single record may have noted multiple individuals, however this cumulative

count has not been calculated (i.e. if a single record noted 5 individuals, this will only count as 1 toward the total 'No. of records' tally).

Known v's predicted

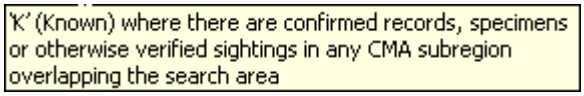
In the No. of records field, in some cases, instead of a number, you may notice the letters 'K' or 'P'.



'K' (Known) and 'P' (Predicted) results are returned for threatened species or entities (endangered communities, key threatening processes) where there are no actual records in the Atlas database for your search area, but where the threatened species or entity is known or predicted to occur within any CMA sub-region that overlaps your search area.

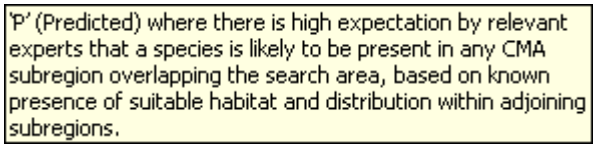
'**K**' (**Known)** indicates a confirmed record within any CMA sub-region that overlaps your search area. This data is stored as a distribution layer in the TS Profiles Database.

If you click or hover over the value in the results list, the following info pop-up will display;


'K' (Known) where there are confirmed records, specimens or otherwise verified sightings in any CMA subregion overlapping the search area

'**P**' (**Predicted)** indicates that this threatened species or entity is likely to occur in a CMA sub-region overlapping your search area, based on a predicted distribution layer stored in the TS Profiles Database.

If you click or hover over the value in the results list, the following info pop-up will display;


'P' (Predicted) where there is high expectation by relevant experts that a species is likely to be present in any CMA subregion overlapping the search area, based on known presence of suitable habitat and distribution within adjoining subregions.

Note: Communities, Populations and Key threatening processes

As well as species, the results list will include any relevant records of Endangered Populations, threatened Ecological Communities and Key threatening processes.

Entities that are listed as a K or a P are included in the ***Save species list*** download, but NOT in the ***Download records.***

Note that ***Download records*** only contains records of sightings that have been submitted to the Atlas, whereas the ***Save species list*** is a summary list which includes both Atlas sightings as well as known and predicted records.

Only species with a number in the 'No of records' field (indicating actual record(s) in Atlas) can be mapped.

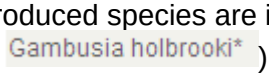
6. Threatened Species profiles

Any species listed as threatened under the TSC Act, will have a threatened species profile, as indicated by the button.

- To view the profile, click on the button.

A new window will open with the profile for the species selected.

7. Exotic

Exotic / Introduced species are indicated by an asterisk (*) at the end of the scientific name (e.g. ).

A note regarding Sensitive Species

Any species listed as Sensitive under OEH's Sensitive Species Data Policy will be identified in the NSW Status field in the data download (see Section 6.2.5). As a licensed user, please be aware you can only access denatured locations, as follows:

a. General public access to the Atlas

Category 2 Sensitive Species are denatured to 0.1° (approximately ten kilometre accuracy), and are indicated by a single caret (**^**).

Category 3 Sensitive Species are denatured to 0.01°(approximately one kilometre accuracy), and are indicated by a double caret (**^^**).

b. Licensed users

Category 2 Sensitive Species are denatured to 0.01° (approximately one kilometre accuracy), and are indicated by a single caret (**^^**).

Refer to the Sensitive Species Data Policy for more information.

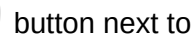
6.2.3 Map records

You can only map records for species with a number in the 'No of records' field. You cannot map species with a 'K' or 'P'.

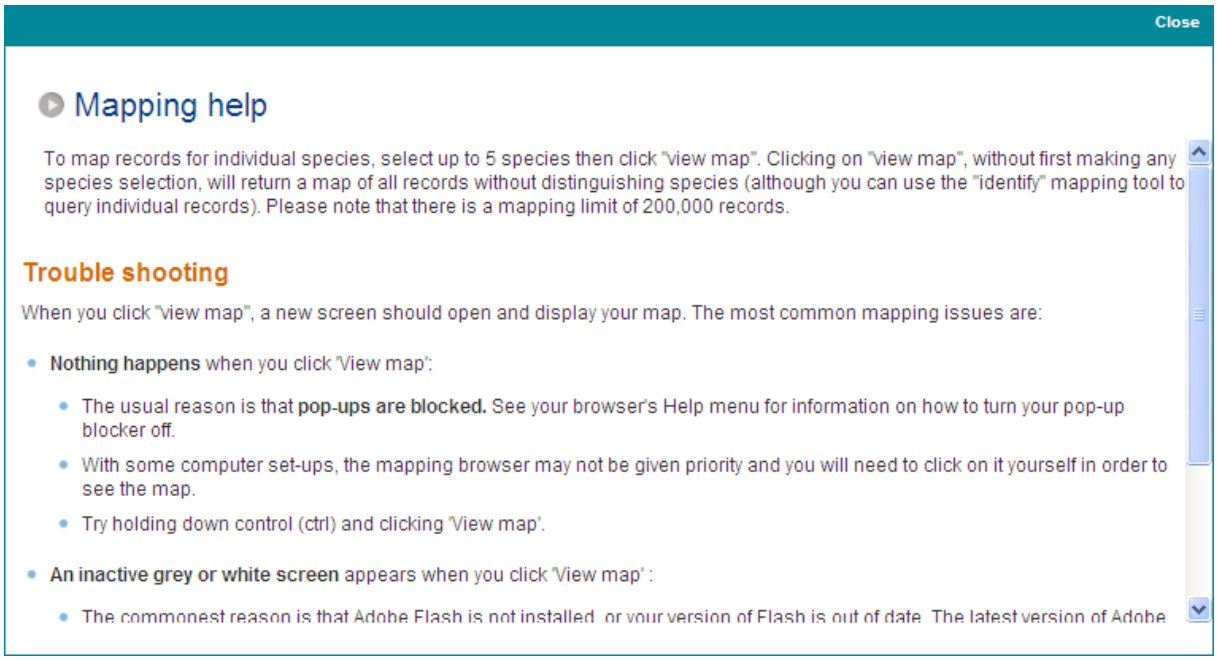
To map records, you have the option of either selecting up to five species to map (which will display on the map as individual species), or alternatively viewing all the species (without making any selections) to produce a map that does not visually distinguish individual species.

Important

If you wish to produce a map for publication which includes records of Category 2 or Category 3 sensitive species, you **must not** produce a map at a scale any finer than 1:250,000.

- For advice on mapping records, click on the button next to the  link button.

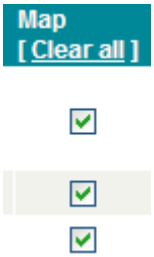
A **Mapping help** pop-up will appear.


Close
Mapping help
To map records for individual species, select up to 5 species then click "view map". Clicking on "view map", without first making any species selection, will return a map of all records without distinguishing species (although you can use the "identify" mapping tool to query individual records). Please note that there is a mapping limit of 200,000 records.
Trouble shooting
When you click "view map", a new screen should open and display your map. The most common mapping issues are:
Nothing happens when you click 'View map':
The usual reason is that pop-ups are blocked. See your browser's Help menu for information on how to turn your pop-up blocker off.
With some computer set-ups, the mapping browser may not be given priority and you will need to click on it yourself in order to see the map.
Try holding down control (ctrl) and clicking 'View map'.
An inactive grey or white screen appears when you click 'View map' :
The commonest reason is that Adobe Flash is not installed, or your version of Flash is out of date. The latest version of Adobe

- Click on the Close link button to close the **Mapping help** pop-up.

Mapping Option 1: Select up to five species to map.

- Select up to five species to map by clicking in the check-boxes of up to five species.



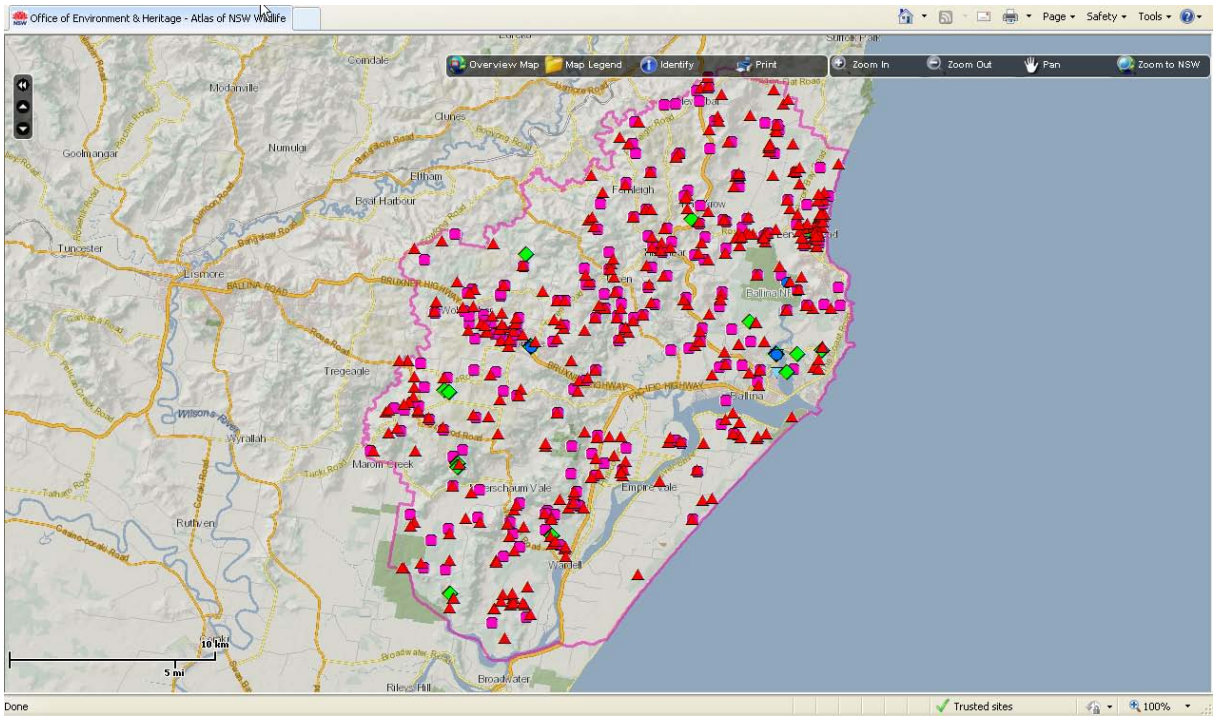
If you attempt to select more than 5 species, a warning message will appear;

- If you wish to clear your current selections, click on the Clear all link button.

Note that if you have more than 100 species returned in your result set, you will not be able to select records from multiple pages (i.e. selecting species from the current page and then clicking on a subsequent page will clear the selections from the first page). You will be able to make selections from the entire list only after clicking on the Show all entities link button.

- Once you have selected up to five species to map, click on the View map link button.

A new window with a map will display, zoomed to your area of interest.



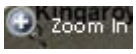
The map is interactive and allows you to zoom, pan, identify and print your map by accessing the tool menu.

The four menus on the left hand side of the menu (**Overview Map**, **Map Legend**, **Identify** and **Print**) will display pop-up windows, allowing you to scrutinise various aspects of the map.

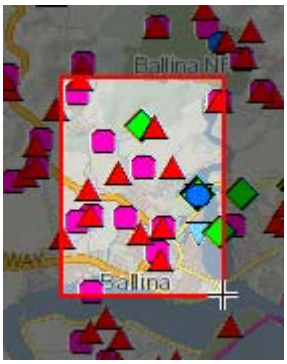
The four menus on the right hand side of the menu (**Zoom In**, **Zoom Out**, **Pan** and **Zoom to NSW**) allow you to interact with the map. Note however, that selecting the **Identify** menu, will de-activate these menu options, so ensure you close the **Identify** pop-up box first.

First look at the four buttons on the right hand side on the icon bar:

Zoom In



- To zoom in, click on the **Zoom In** menu option then draw a box on screen to select the extent you wish to zoom in to.



Alternatively you can use the scroll bar on your mouse to zoom in by scrolling upwards.

Zoom Out

- Click on the **Zoom out** menu option and draw a box on you map to zoom out. Note that drawing a large box will cause your map to zoom out by a smaller amount, while drawing a smaller box will cause your map to zoom out by a larger amount.

Alternatively you can use the scroll bay on your mouse to zoom in by scrolling downwards.

Pan

- Click on the **Pan** menu option to display your cursor as a hand icon.
- Then click and drag in the direction you wish to pan your map to.

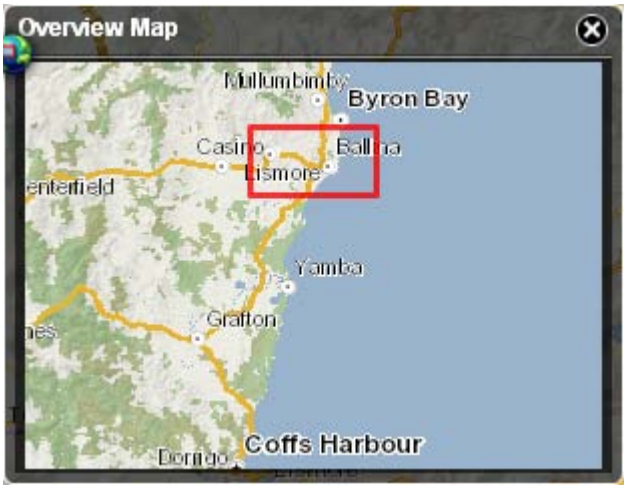
Full Extent

- Click on the **Full Extent** menu option to zoom to all of mainland NSW (regardless of what area you searched on). Note that if you have searched on records in Lord Howe Island, you will still only be taken to mainland NSW, so you will need to pan/zoom across to Lord Howe Island manually.

Now look at the four buttons on the left hand side of the icon bar:

Overview map

- Click on the **Overview map** menu option to display an inset map of the area in relation to it's location in NSW.



Hide or scroll through map pop-ups

The pop-ups can either be ***closed***, by clicking on the symbol in the top right hand corner, or ***hidden*** by clicking on the back arrow in the top left corner of the following menu option:

Note that as multiple pop-up boxes are selected from the left hand side of the icon bar (i.e. **Map legend**, **Overview**, **Identify** and **Print**), the up and down arrows allow you to scroll through the pop-ups.

Map Legend

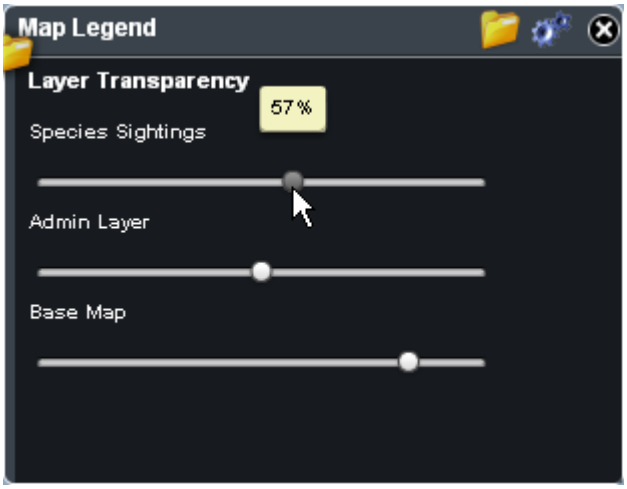
The **Map Legend** identifies the selected species and any spatial layers that are on your map. Two scroll bars will display. One scroll bar allows you to navigate up and down through the list of spatial layers, while the other scroll bar allows you to navigate sideways enabling you to view the full species name.

Note the icons in the top right hand corner of this pop-up;

Layer transparency

The transparency (i.e. brightness level) can be adjusted here.

- To alter the transparency of each layer, click on the ball and drag along the scroll bar to the desired transparency level.



Layer visibility

- To return to the map legend, click on the **Layer Visibility** icon .

Identify

- Click on the **Identify** menu option to display the identify tool.

As no species are selected initially, the pop-up will display as shown:

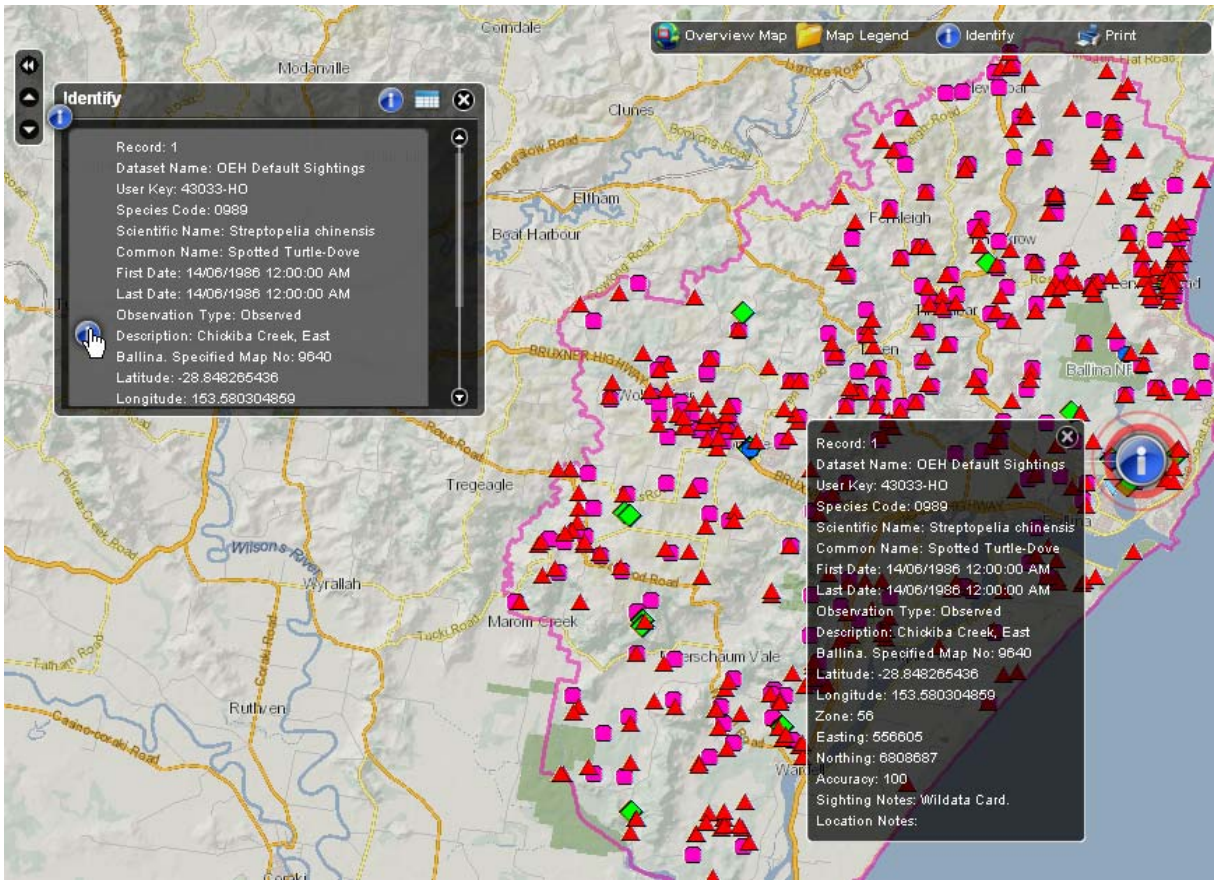
Note that once the Identify menu is selected, the 4 options on the far right (**Zoom In**, **Zoom Out**, **Pan** and **Full Extent**) will de-activate. To be able to use these menus, you will need to close the **Identify** pop-up box.

- Then use your cursor to click on any record on your map.

The details of your selected record will display in the Identify box.

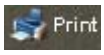
Note that if multiple sightings occur at the one location, details of each record will display in the Identify box (multiple records of the same species will be numbered in the field **Record**).

- Use the scroll bar to navigate through the list.
- Continue to click on additional records as necessary to display details.
- To highlight a specific record and automatically zoom to it's location on the map, you can click on the icon in the Map legend box (i.e. shown by the hand, to the left on the individual record).

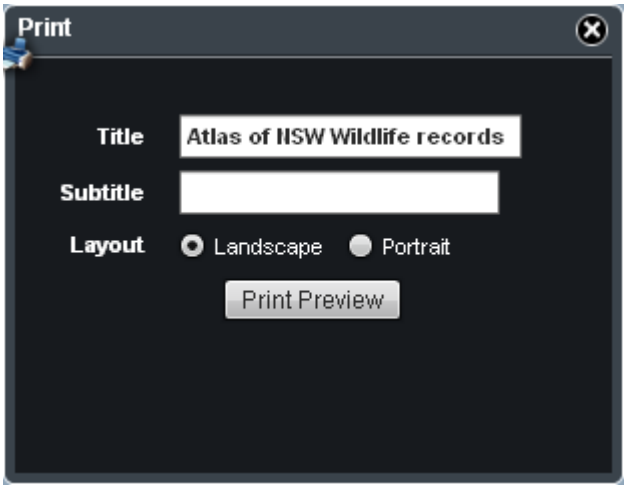


- Double clicking on the button will zoom your map into the finest allowable scale, centred on that record.
- If you wish to clear the current list of sighting details, click on the icon then click on the icon.

Print



- To view your map in a printable format, click on the **Print** menu option.



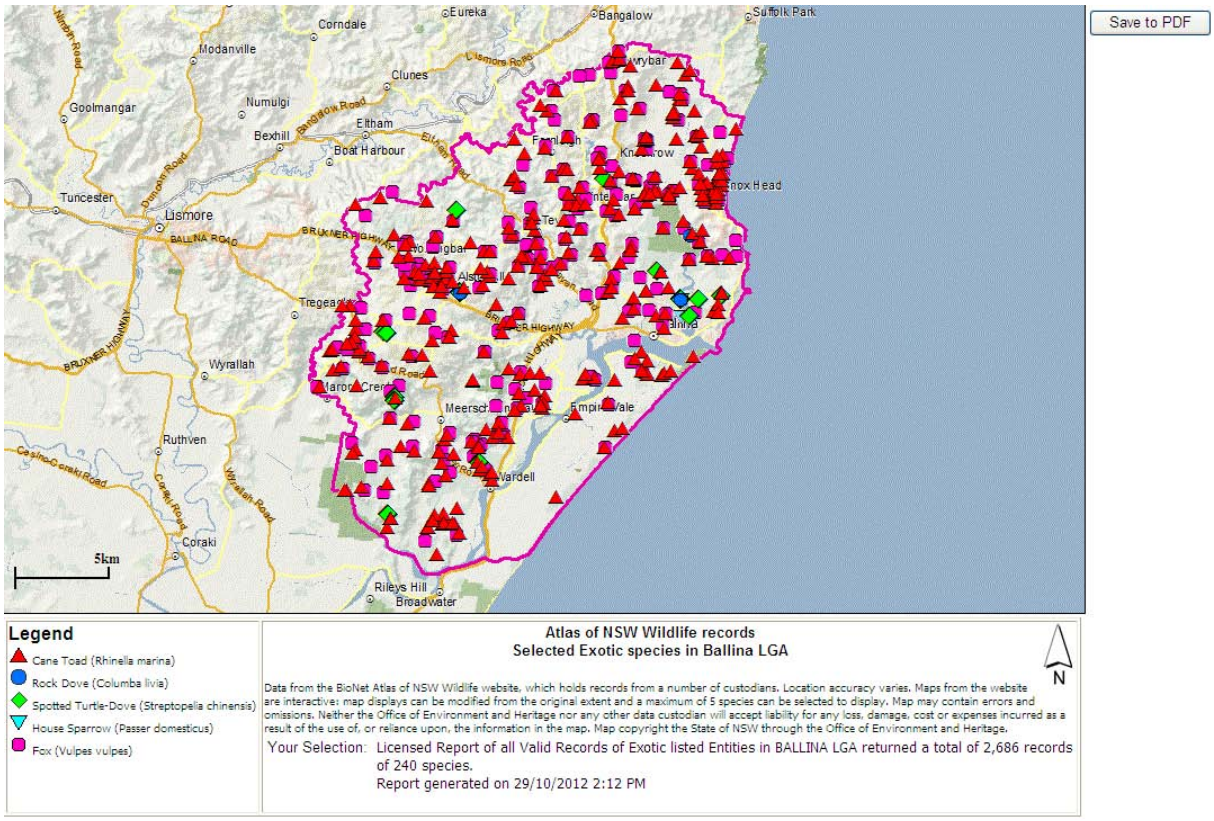
,A **Print** pop-up displays, with the options ***Title***, ***Subtitle*** and ***Layout***. Details on entering values into these fields are contained in Table 2.

Table 2 - Print pop-up fields

Field	Format restrictions
Title	Free text, up to 100 characters.
Subtitle	Free text, up to 100 characters.
Layout	Click the appropriate radio button.

- Edit the **Title** (if you wish) and enter a **Subtitle**.
- Select your preferred **Layout** option
- Click on the Print Preview button.

A map page displays.


Save to PDF
Corndale
Eureka
Bangalow
Suffolk Park
Modanville
Clunes
Goolmangar
Numulgi
Bexhill
Eltham
Boat Harbour
Tuncester
Lismore
Wyrallah
Ruthven
Coraki
Tregeagle
Meerschaum Vale
Empire Vale
Vardell
Riley's Hill
Broadwater
Knox Head
5km
Legend
Cane Toad (Rhinella marina)
Rock Dove (Columba livia)
Spotted Turtle-Dove (Streptopelia chinensis)
House Sparrow (Passer domesticus)
Fox (Vulpes vulpes)
Atlas of NSW Wildlife records
Selected Exotic species in Ballina LGA
N
Data from the BioNet Atlas of NSW Wildlife website, which holds records from a number of custodians. Location accuracy varies. Maps from the website are interactive: map displays can be modified from the original extent and a maximum of 5 species can be selected to display. Map may contain errors and omissions. Neither the Office of Environment and Heritage nor any other data custodian will accept liability for any loss, damage, cost or expenses incurred as a result of the use of, or reliance upon, the information in the map. Map copyright the State of NSW through the Office of Environment and Heritage.
Your Selection: Licensed Report of all Valid Records of Exotic listed Entities in BALLINA LGA returned a total of 2,686 records of 240 species.
Report generated on 29/10/2012 2:12 PM

- To save or print the map, click on the Save to PDF button.

A **File Download** pop-up appears.

File Download
Do you want to open or save this file?
Name: Map.pdf
Type: Adobe Acrobat Document, 176KB
From: www.environment.nsw.gov.au
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

- To **save the map to file**, click on the Save button and save as required.
- To **print the map (without saving)**, click on the Open button and select the ***Print*** option form the **File** menu.

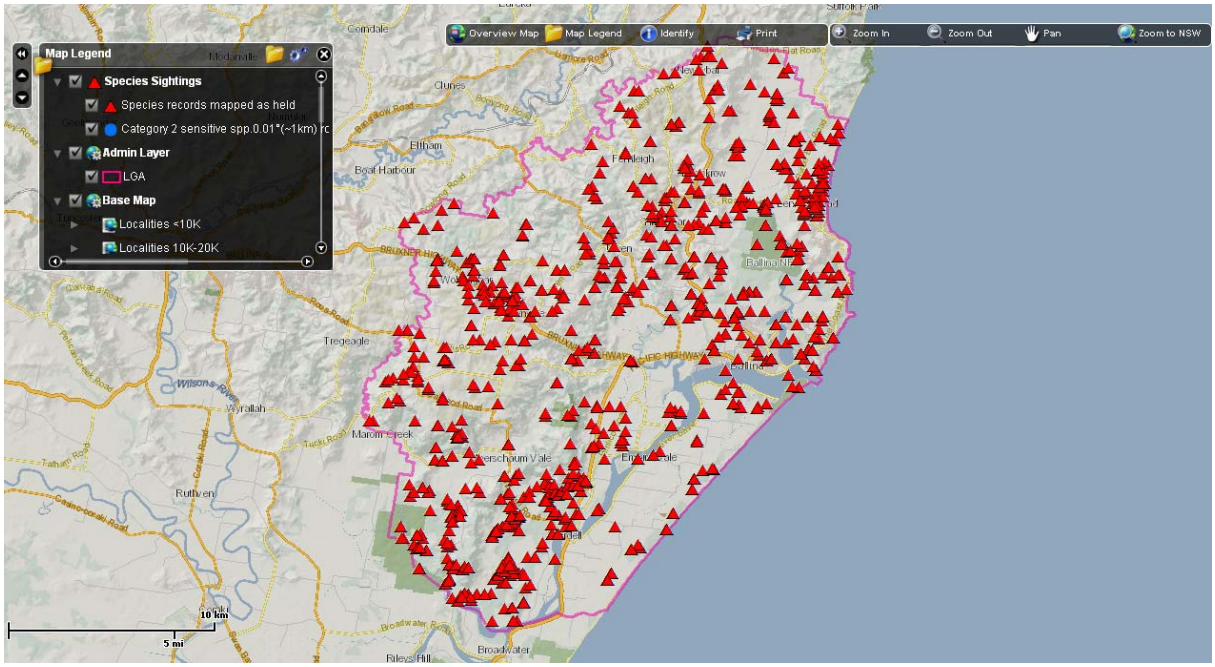
Tip

You might find that you need to click on the Save or Open buttons a second time to activate them.

Mapping Option 2: View all

- Without selecting any species, click on the ▸ View map link button.

A new window with a map will display, zoomed to your area of interest.



Note that the only difference between viewing all records or viewing selected species (up to five) is the display of the map legend and icons for species. Instead of displaying unique icons for each different species, species are grouped according to the accuracy at which the locations are displayed.

Species are grouped according to the two icons;

a. **Species records mapped as held** means the locations on the map are displayed as accurately as we have stored in the database.

b. **Category 2 sensitive spp. 0.01°(~1km) rounded** refers to records for any species listed under Category 2 of the Sensitive Species Data Policy.

Note that the map legend contains both icons by default, so even if your map doesn't contain any records of Category 2 sensitive species, both icons will still display.

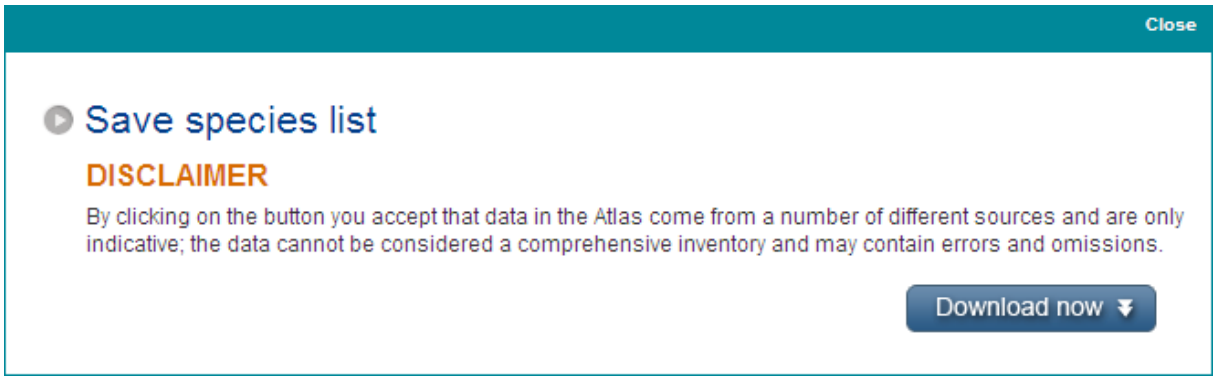
Refer to ***Mapping option 1*** for further advice on viewing and printing your map.

6.2.4 Save species list

The **Save species list** allows you to save a summary list.

- Click on the Save species list link button.

A **Save species list** disclaimer pop-up box appears.


Close
Save species list
DISCLAIMER
By clicking on the button you accept that data in the Atlas come from a number of different sources and are only indicative; the data cannot be considered a comprehensive inventory and may contain errors and omissions.
Download now

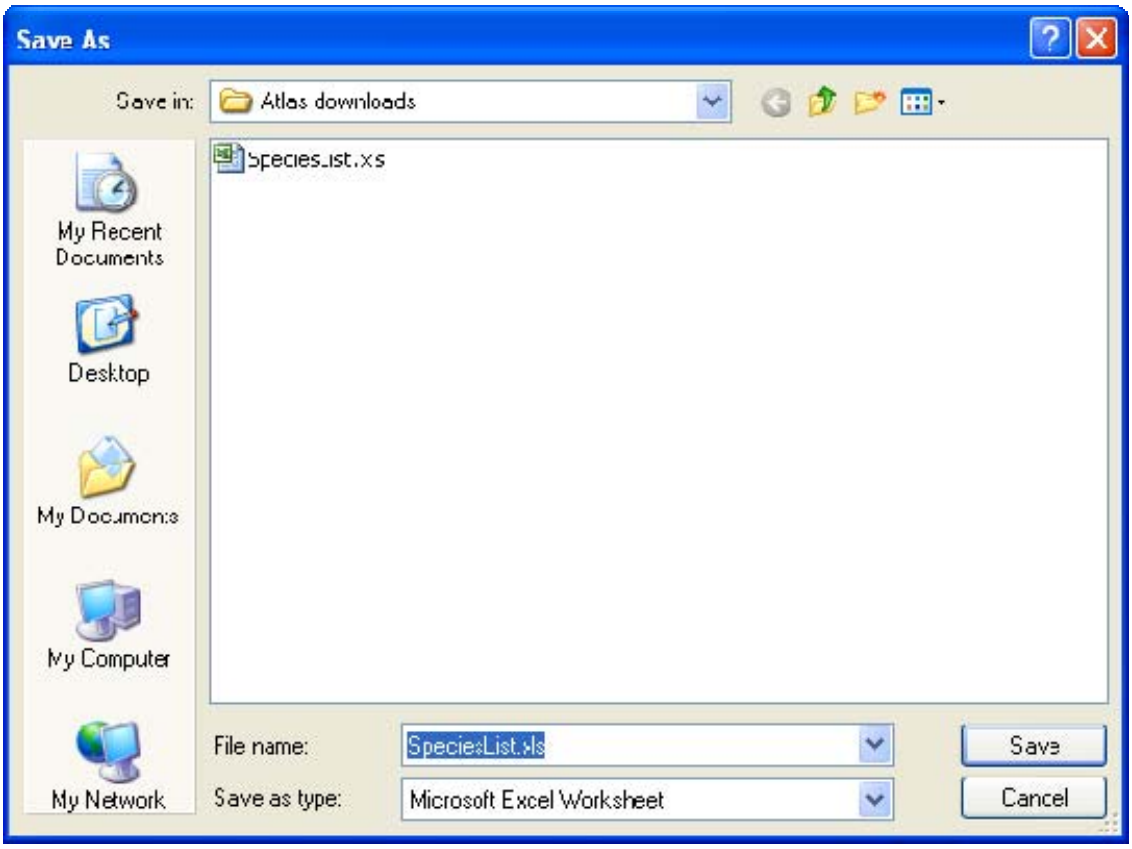
- Click on the Download now button.

A **File Download** pop up will display.

File Download
Do you want to open or save this file?
Name: SpeciesList.xls
Type: Microsoft Excel Worksheet, 473KB
From: www.environment.nsw.gov.au
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

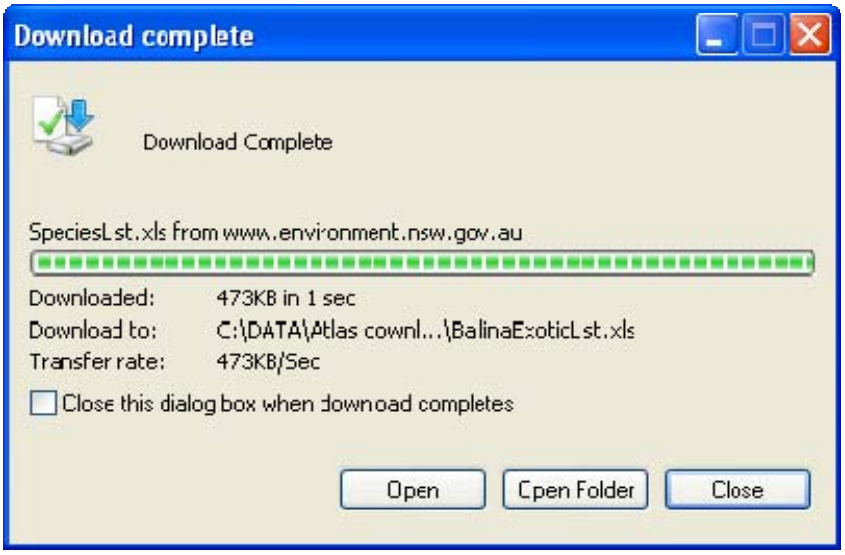
- Click on the Save button (NB: you may need to click twice)

You will then be prompted to navigate to a directory on your computer to save the file to.



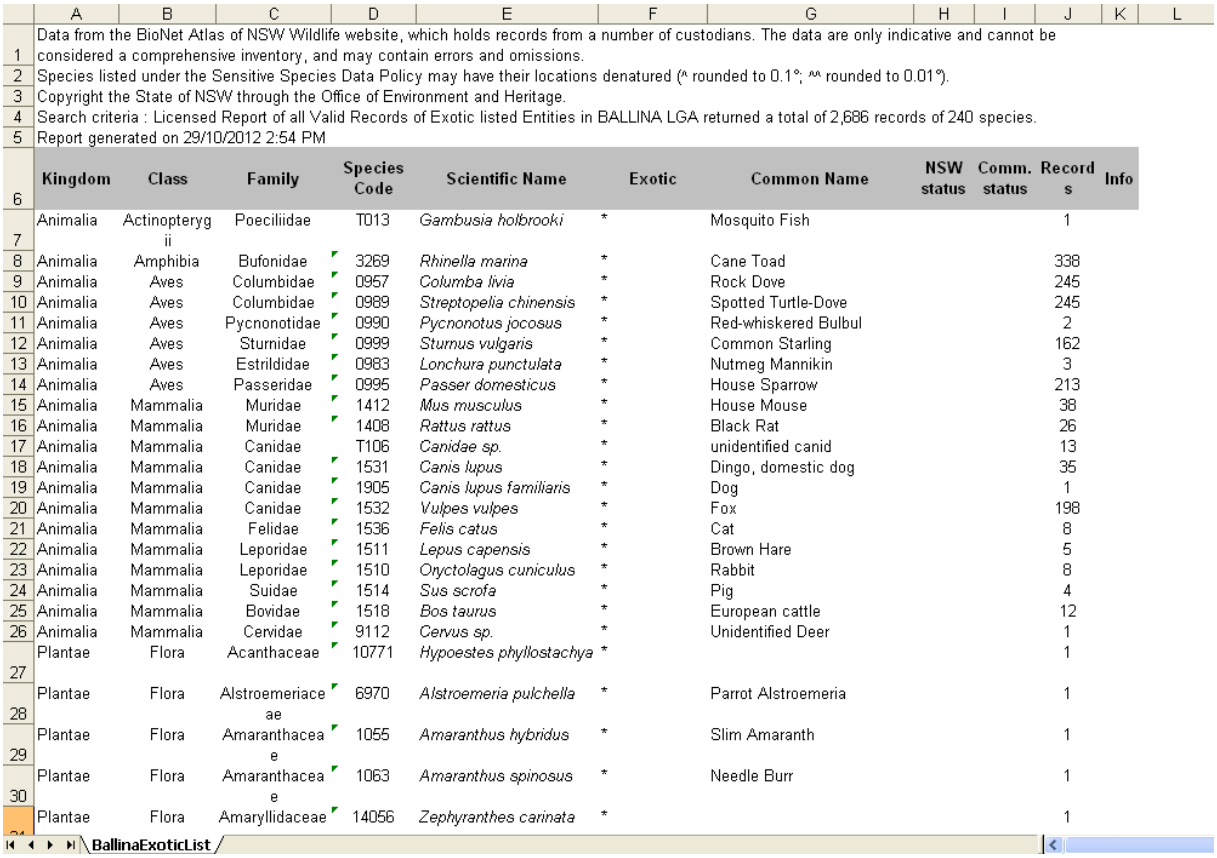
- Navigate to the appropriate path, rename the file and click on the Save button.

Once downloaded, a **Download complete** pop-up will display.



The file will download, giving you the option to either **Open** the file directly, or open the saved file via the **Open folder** option.

- Click Open
- The file will open in Excel.



Data from the BioNet Atlas of NSW Wildlife website, which holds records from a number of custodians. The data are only indicative and cannot be considered a comprehensive inventory, and may contain errors and omissions.
Species listed under the Sensitive Species Data Policy may have their locations denatured (^ rounded to 0.1°; ^^ rounded to 0.01°).
Copyright the State of NSW through the Office of Environment and Heritage.
Search criteria : Licensed Report of all Valid Records of Exotic listed Entities in BALLINA LGA returned a total of 2,686 records of 240 species.
Report generated on 29/10/2012 2:54 PM

Kingdom	Class	Family	Species Code	Scientific Name	Exotic	Common Name	NSW status	Comm. status	Records	Info
Animalia	Actinopterygii	Poeciliidae	T013	*Gambusia holbrooki*	*	Mosquito Fish			1	
Animalia	Amphibia	Bufonidae	3269	*Rhinella marina*	*	Cane Toad			338	
Animalia	Aves	Columbidae	0957	*Columba livia*	*	Rock Dove			245	
Animalia	Aves	Columbidae	0989	*Streptopelia chinensis*	*	Spotted Turtle-Dove			245	
Animalia	Aves	Pycnonotidae	0990	*Pycnonotus jocosus*	*	Red-whiskered Bulbul			2	
Animalia	Aves	Sturnidae	0999	*Sturnus vulgaris*	*	Common Starling			162	
Animalia	Aves	Estrildidae	0983	*Lonchura punctulata*	*	Nutmeg Mannikin			3	
Animalia	Aves	Passeridae	0995	*Passer domesticus*	*	House Sparrow			213	
Animalia	Mammalia	Muridae	1412	*Mus musculus*	*	House Mouse			38	
Animalia	Mammalia	Muridae	1408	*Rattus rattus*	*	Black Rat			26	
Animalia	Mammalia	Canidae	T106	*Canidae sp.*	*	unidentified canid			13	
Animalia	Mammalia	Canidae	1531	*Canis lupus*	*	Dingo, domestic dog			35	
Animalia	Mammalia	Canidae	1905	*Canis lupus familiaris*	*	Dog			1	
Animalia	Mammalia	Canidae	1532	*Vulpes vulpes*	*	Fox			198	
Animalia	Mammalia	Felidae	1536	*Felis catus*	*	Cat			8	
Animalia	Mammalia	Leporidae	1511	*Lepus capensis*	*	Brown Hare			5	
Animalia	Mammalia	Leporidae	1510	*Oryctolagus cuniculus*	*	Rabbit			8	
Animalia	Mammalia	Suidae	1514	*Sus scrofa*	*	Pig			4	
Animalia	Mammalia	Bovidae	1518	*Bos taurus*	*	European cattle			12	
Animalia	Mammalia	Cervidae	9112	*Cervus sp.*	*	Unidentified Deer			1	
Plantae	Flora	Acanthaceae	10771	*Hypoestes phyllostachya*	*				1	
Plantae	Flora	Alstroemeriaceae	6970	*Alstroemeria pulchella*	*	Parrot Alstroemeria			1	
Plantae	Flora	Amaranthaceae	1055	*Amaranthus hybridus*	*	Slim Amaranth			1	
Plantae	Flora	Amaranthaceae	1063	*Amaranthus spinosus*	*	Needle Burr			1	
Plantae	Flora	Amaryllidaceae	14056	*Zephyranthes carinata*	*				1	

BallinaExoticList

The first five rows of the species list contain a standard disclaimer, the search criteria you input and the date of the search. Note that while the disclaimer includes a reference to records of Sensitive Species having their locations denatured, please note that this is the standard disclaimer that is used for all data extractions (i.e. OEH staff, external users obtaining data under a licence or members of the public). The denaturing will only apply to those species annotated with a single carat **^** or double carat **^^** next to the species name.

The species list contains the following fields;

Field	Description
Kingdom	The Kingdom name to which the species belongs.
Class	The Class name to which the species belongs.
Family	The Family name to which the species belongs.
Species Code	A unique code attributed to an individual species, genus, or family. Codes can be obtained from the Census of Australia Vertebrate Species (CAVS) and Census of Australian Plant Species (CAPS) library fields.
Scientific Name	The scientific name by which the species is known.
Exotic	Introduced (non-native) species are denoted by an asterisk (*)
Common Name	The common name by which the species is known.
NSW Status	Refers to species listed under NSW legislation only. • National Parks and Wildlife Act 1974 • Threatened Species Conservation Act 1995 • Fisheries Management Act 1994, and • Sensitive Species Data Policy (OEH). Click on the **NSW Status** link button of the ***Search results*** page for a pop-up that displays an up to date list of values and their definitions.

Comm. Status	Refers to those species listed under Commonwealth legislation: • Environment Protection and Biodiversity Conservation Act 1999, and • Migratory Bird agreements (JAMBA, CAMBA and RoKAMBA). Click on the **Comm. Status** link button of the ***Search results*** page for a pop-up that displays an up to date list of values and their definitions.
Records	Refers to the number of individual records. Please note that in some cases a single record may have noted multiple individuals, however this cumulative count has not been calculated (i.e. if a single record noted 5 individuals sighted, this will only count as 1 toward the Record tally).
Info	If the species is threatened, an info icon will display in this field. Clicking on the info icon links to the species profile in the threatened species website.

6.2.5 Download records

If you need to load the records into **ArcMap** (or utilise in **MS Access** or **Excel**), you can download the records as a text tab-delimited file.

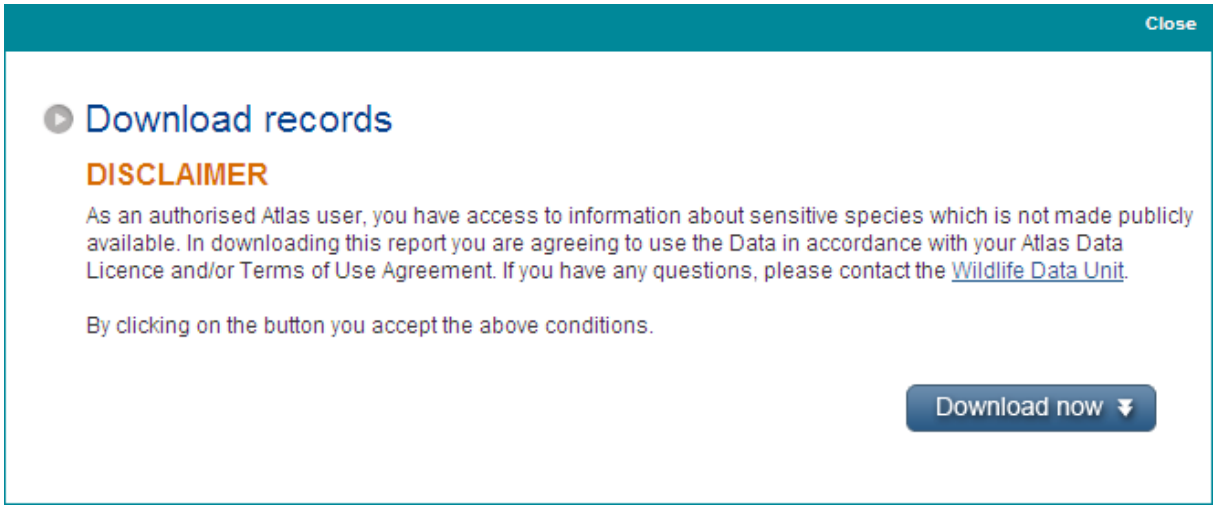
Note re: Communities, Populations and Key threatening processes

Entities (i.e. species, threatened Ecological Communities, Endangered Populations and Key Threatening Processes) that are listed in the **No. of records** field as a **K** or a **P** are included in the species list download, but NOT in the Download records. This means that **if you specifically require a comprehensive list of which Communities, Populations and Threats occur in your search area, you will need to save a species list** (in addition to downloading the details dataset).

- Click on the ▸ Download records link button.

Tip: Note that if nothing happens after clicking the **Download records** link button, please move you mouse.

A **Download records** pop-up displays.


Close
Download records
DISCLAIMER
As an authorised Atlas user, you have access to information about sensitive species which is not made publicly available. In downloading this report you are agreeing to use the Data in accordance with your Atlas Data Licence and/or Terms of Use Agreement. If you have any questions, please contact the Wildlife Data Unit.
By clicking on the button you accept the above conditions.
Download now

- Click on the Download now button.

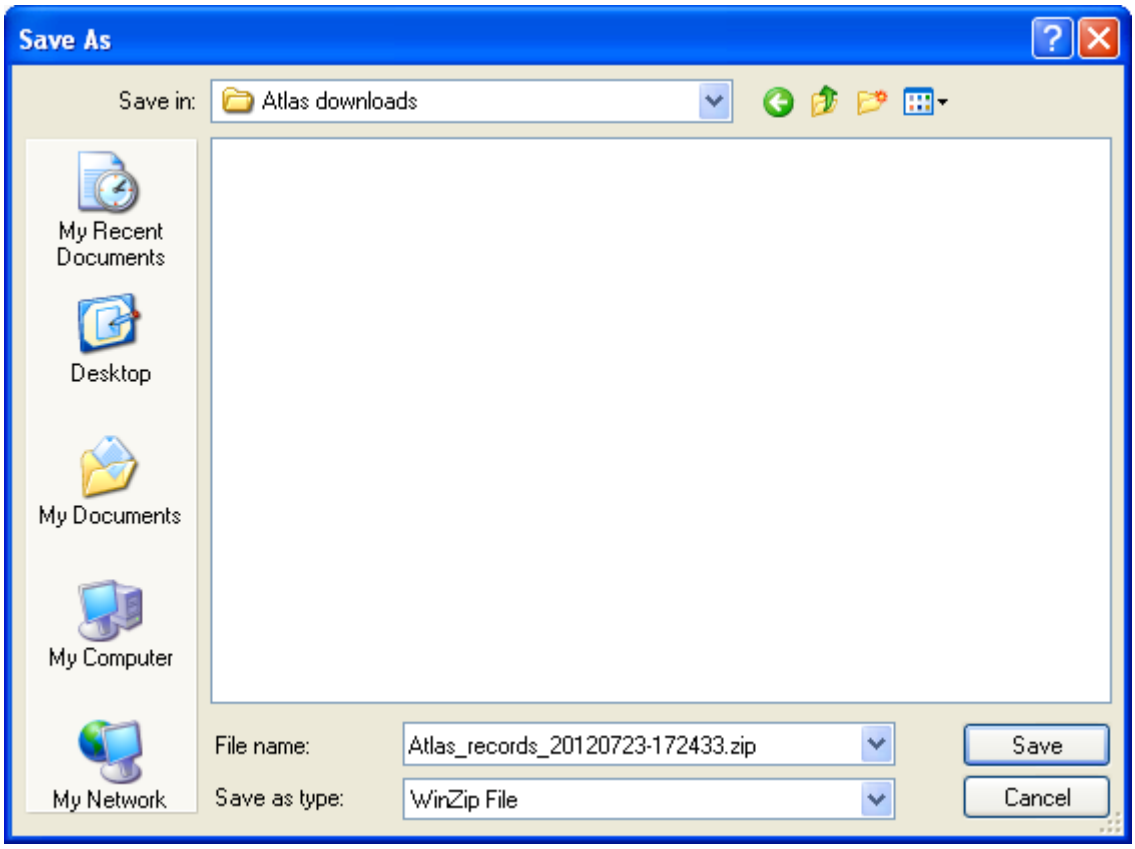
A **File Download** pop up will display.

File Download
Do you want to open or save this file?
Name: Atlas_records_20121029-150544.zip
Type: WinZip File
From: www.environment.nsw.gov.au
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

You have the option to either Save in the first instance and then open, or open the file initially (and save after viewing). Following is advice on saving the file in the first instance.

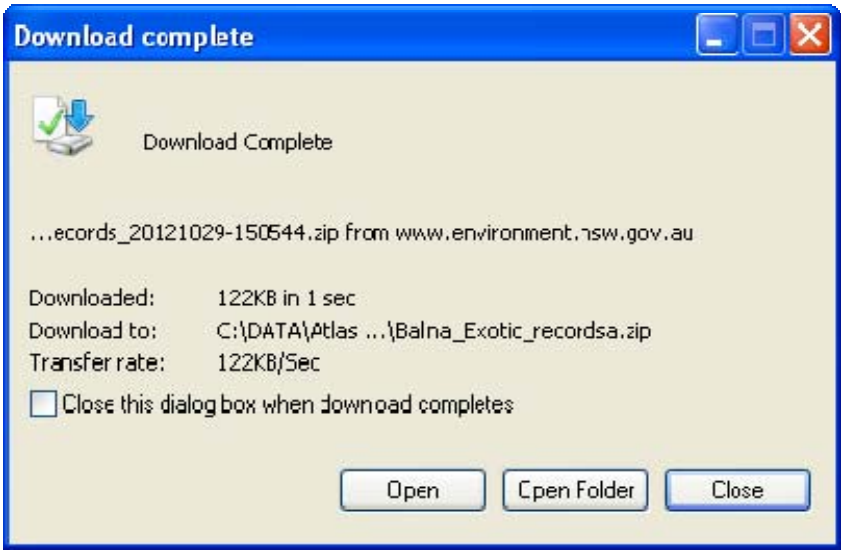
- Click on the Save button.

You will then be prompted to navigate to a directory on your computer to save the file to.

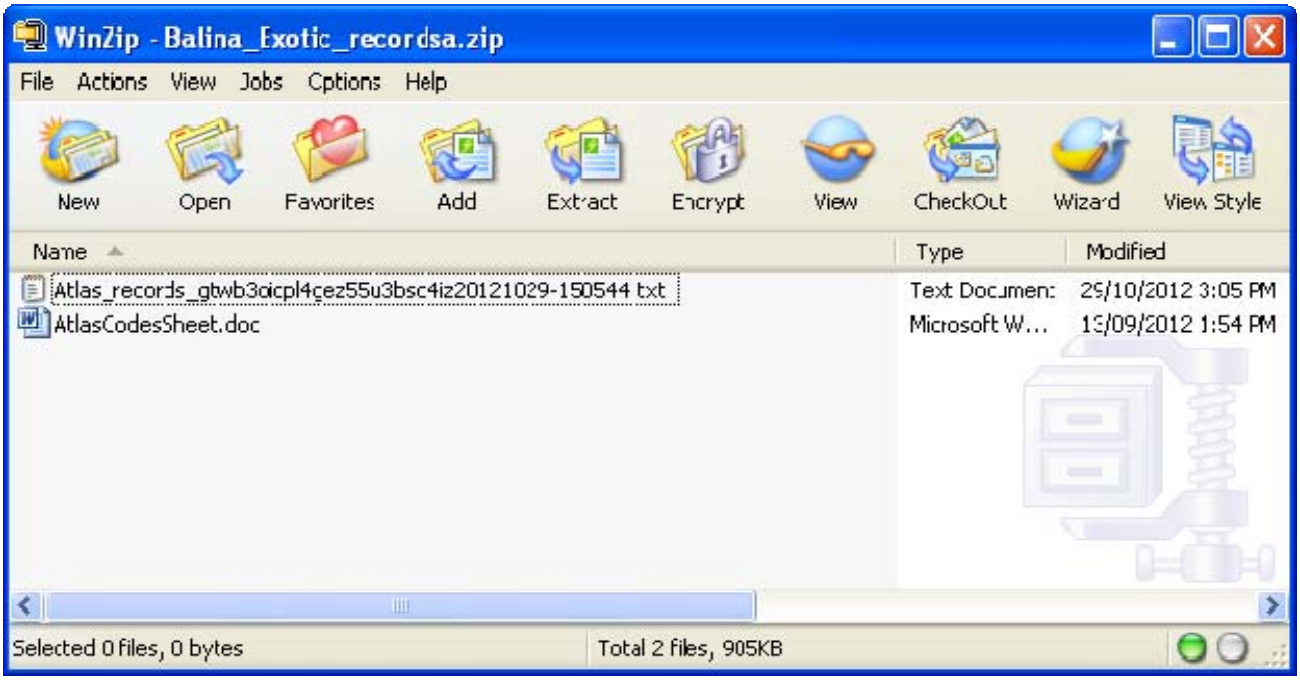


- Navigate to the appropriate path and rename the file as you wish
- Click on the Save button.

The file will download giving you the option to either **Open** the file directly (in Excel), or open the file via the **Open folder** option.



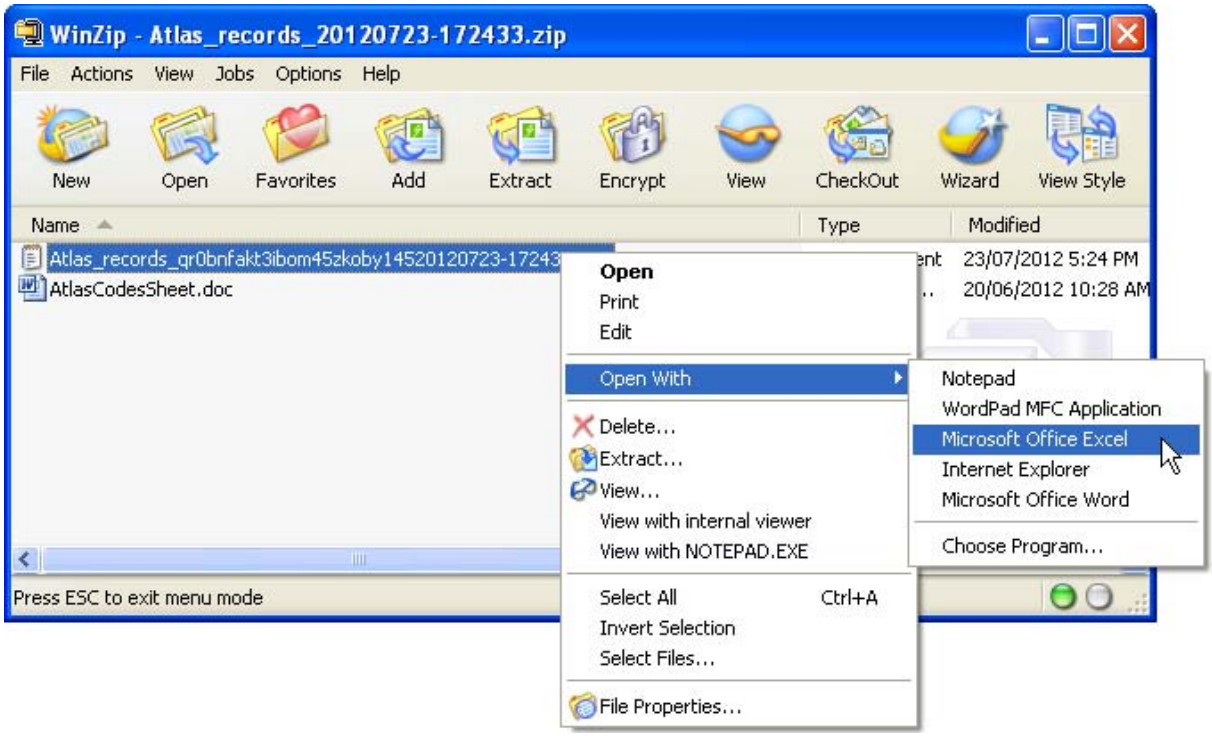
If you select Open, a WinZip window will display


WinZip - Balina_Exotic_recordsa.zip
File Actions View Jobs Options Help
New Open Favorites Add Extract Encrypt View CheckOut Wizard View Style
Name Type Modified
Atlas_records_gtwb3aicpl4cez55u3bsc4iz20121029-150544.txt Text Documen: 29/10/2012 3:05 PM
AtlasCodesSheet.doc Microsoft W... 19/09/2012 1:54 PM
Selected 0 files, 0 bytes
Total 2 files, 905KB

The zip file contains 2 files;

- **<filename>.txt (**the text file that contains the records)
- **AtlasCodesSheet.doc** (an explanation of each of the fields and the codes used)

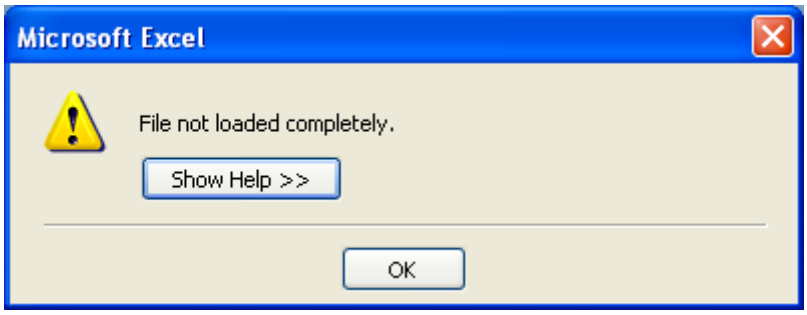
To open the file, right mouse click on the text file in the WinZip window and select **Open with**, then chose **Microsoft Office Excel** (as shown below).



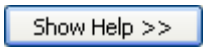
The text file opens in Microsoft Excel, and contains the disclaimer, the search criteria and the date of the search.

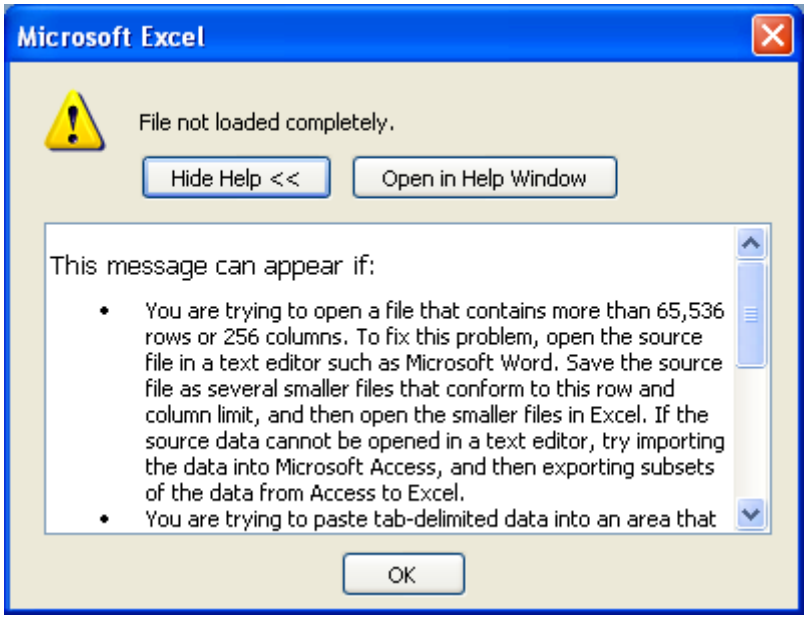
For descriptions of each of these fields and definitions of values, refer to the file **AtlasCodesSheet.doc**.

Note that if you choose to open your records and you have more than 65,536 records in the file, you will receive the following warning message;



This indicates that because of the size restrictions of Microsoft Excel, you will only see the first 65,536 records, all other records after have been truncated from the excel file.

You can click on the  button for information regarding this message.


Microsoft Excel
File not loaded completely.
Hide Help <<
Open in Help Window
This message can appear if:
You are trying to open a file that contains more than 65,536 rows or 256 columns. To fix this problem, open the source file in a text editor such as Microsoft Word. Save the source file as several smaller files that conform to this row and column limit, and then open the smaller files in Excel. If the source data cannot be opened in a text editor, try importing the data into Microsoft Access, and then exporting subsets of the data from Access to Excel.
You are trying to paste tab-delimited data into an area that
OK

- To avoid any records being lost from your file, close the excel file and either load the records directly into your GIS system (via the text file), or use ***Microsoft Access*** to view the records.

7. Codes and species

7.1 Codes

The Codes menu allows you view access the full list of values for all available for fields (other than species codes) e.g. codes for observation types, breeding types and geology. Note that this is the full listing of codes for use across all Atlas modules (i.e. Atlas Sightings, Fauna survey, VIS Flora survey and TS Profiles). You would only realistically use the Codes menu if you had generated a report and wished to clarify the descriptions for specific Codes (e.g. you wanted to confirm the meaning of letters in the observation type column).

Only WDU are able to edit the codes.

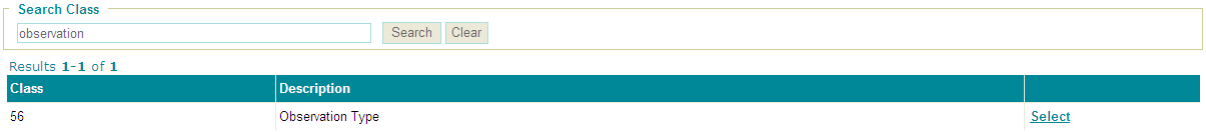
7.1.1 Search on an existing code

- Click on the **Codes** menu.

A **Codes Maintenance** search screen will display.

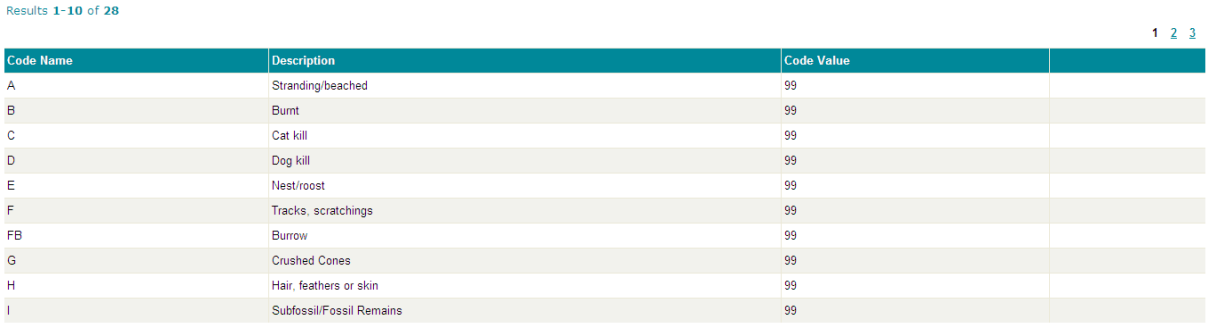
- Enter all (or part) of a **Search class** (e.g. observation) to search on all classes that contain that value.

All Classes that contain your search phrase will appear in the result list.



- To display all available values for a specific Class (e.g. values for **observation** would include ***observed***, ***heard call***, ***scat*** etc), click on the Select link button (located in the right hand column)

The results will display as shown below.



Note that only 10 values are displayed per page.

- To view all values for each field class, click on the respective page numbers.

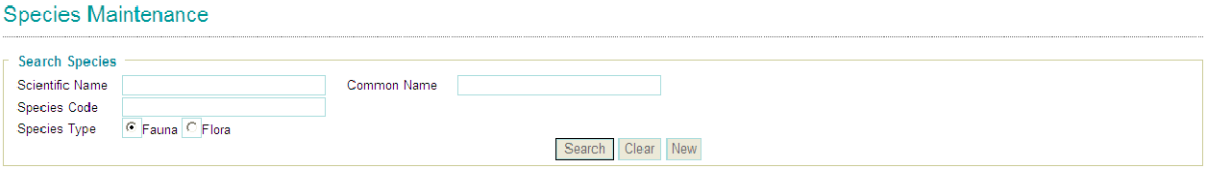
7.2 Species

The Species menu provides taxonomic details for all flora, fauna and fungi taxa maintained within the Atlas. Note that fungi are included in the flora option.

7.2.1 Search for an existing species

- Click on the **Species** menu.

A **Species Maintenance** page appears.



- Ensure the correct **species type** is selected and enter full (or partial) values into any of the available search fields (**scientific name**, **common name** or **species code**).
- Click on the Search button.

All available species that ***contain*** your search value will return (as shown below for the search term '***cockatoo***').

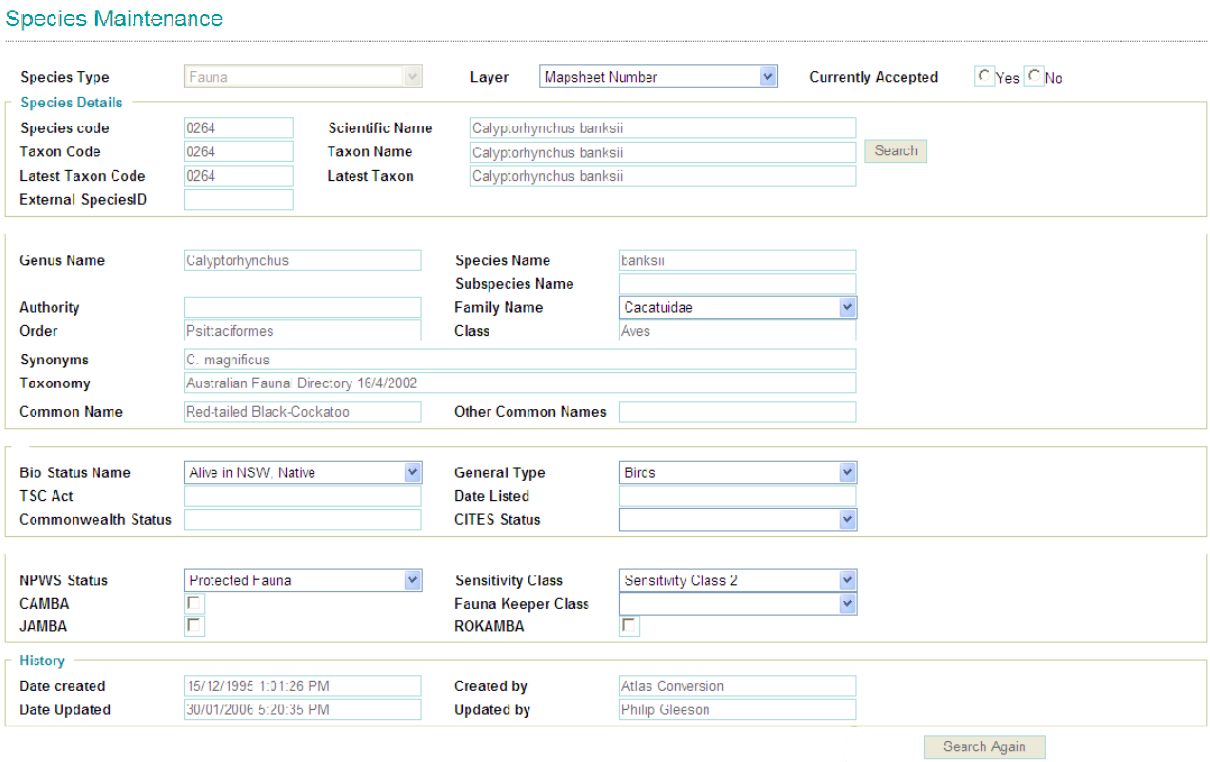
Species Code	Scientific name	Common name	
0268	Callocephalon fimbriatum	Gang-gang Cockatoo	Review Remove Spatial distribution
0266	Calyptorhynchus baudinii	Long-billed Black-Cockatoo	Review Remove Spatial distribution
0267	Calyptorhynchus funereus	Yellow-tailed Black-Cockatoo	Review Remove Spatial distribution
0269	Cacatua galerita	Sulphur-crested Cockatoo	Review Remove Spatial distribution
0270	Cacatua leadbeateri	Major Mitchell's Cockatoo	Review Remove Spatial distribution
0263	Probosciger aterrimus	Palm Cockatoo	Review Remove Spatial distribution
0265	Calyptorhynchus lathami	Glossy Black-Cockatoo	Review Remove Spatial distribution
0794	Calyptorhynchus latirostris	Short-billed Black-Cockatoo	Review Remove Spatial distribution
0264	Calyptorhynchus banksii	Red-tailed Black-Cockatoo	Review Remove Spatial distribution
G/PH	Cacatua Hybrid	Galah/Pink Cockatoo	Review Remove Spatial distribution

7.2.2 Review an existing species

- Click on the Review link button.

The **species maintenance** page opens.

Species Maintenance page for **FAUNA** (e.g. ***Gang-gang Cockatoo***).



The (fauna) **species maintenance** page contains details for taxonomy and legal status, as detailed in Table 3.

Table 3 - Fauna species maintenance fields

Field	Description
Species type	Fauna.
Layer	The geographic layer type by which the species' accepted spatial distribution is defined.
Currently Accepted	Refers to whether the species is the most current taxonomy. ***Yes*** indicates this species is the current taxonomy; ***No*** indicates the species is a synonym of another species.
Species code	The unique code assigned to the species. Uses the CAVS code as assigned by ABRS. If a CAVS code has not yet been assigned, a temporary code beginning with the letter 'T' will be created.
Scientific Name	The Scientific name.
Taxon Code	If the species is a synonym of another species, this field will co9ntain the unique species code of the most current name.
Taxon Name (Search)	If the species is a synonym of another species, this field will contain the most current scientific name by which the species is known.
Latest Taxon code	If the species is a synonym of another species, this field will contain the unique species code of the most current name. This will only differ from the Taxon Name if the name has changed more than once.
Latest Taxon	If the species is a synonym of another species, this field will contain the most current scientific name by which this species is known.
External SpeciesID	Where another organisation lists the species under a different unique code.
Genus Name	The Genus name.
Species Name	The Species name.
Subspecies Name	The Subspecies name.
Authority	The name of the person responsible for describing the taxon.

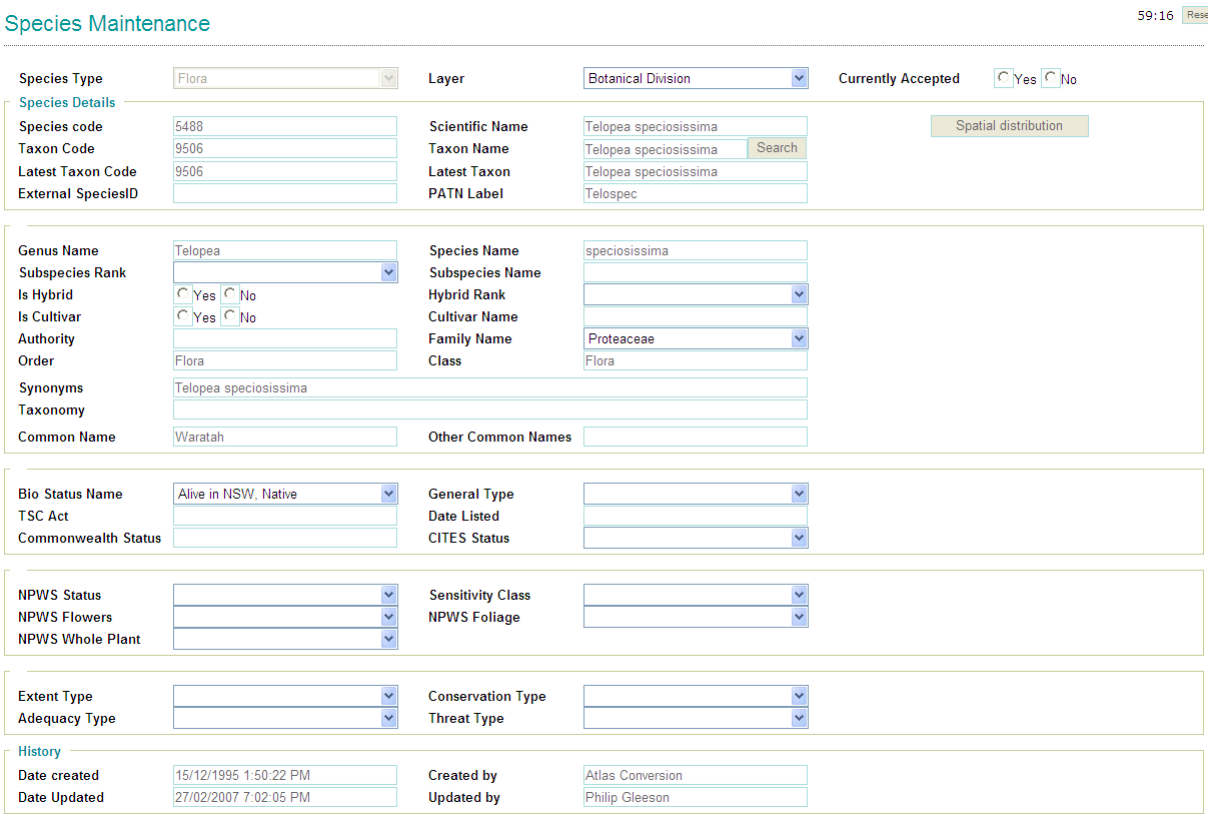
Family Name	The Family name.
Order	The Order name.
Class	The Class name.
Synonyms	Any other scientific names by which this species has been previously known. Note that these may not necessarily be within the Atlas.
Taxonomy	The taxonomic reference from which the details of this species taxonomy were obtained (e.g. taxonomic website, scientific journal).
Common Name	The main common name by which this species is known.
Other Common Names	Any other Common names by which this species is known.
Bio Status Name	The species' biological status in NSW.
General Type	The general category to which this species belongs.
TSC Act	If the species is listed under the Threatened Species Conservation Act 1995 (TSC Act), one of the following legal status listings will display; • E – Endangered • E2 - Endangered population • E4 - Presumed Extinct • E4A - Critically endangered species • V - Vulnerable www.legislation.nsw.gov.au/maintop/view/inforce/act+101+1995+cd+0+N
Date Listed	If the species is listed under the TSC Act, the date the species was gazetted.
Commonwealth Status	If the species is listed under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act), one of the following legal status listings will display; • CD - Conservation dependant • CE - Critically endangered • E - Endangered • V - Vulnerable • X - Extinct • XW - Extinct in the wild www.environment.gov.au/epbc/about/index.html
CITES Status	The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is an international agreement between governments. Listing is either; • Appendix I • Appendix II • Appendix III www.cites.org
NPWS Status	If the species is listed under *the NSW National Parks and Wildlife Act 1974* (NPW Act), the following legal status listings will display; • P – Protected Fauna www.legislation.nsw.gov.au/maintop/view/inforce/act+80+1974+cd+0+N
Sensitivity Class	If the species is listed under OEH's Sensitive Species Data Policy, one of the following will display; • Sensitivity Class 1 • Sensitivity Class 2 • Sensitivity Class 3 www.environment.nsw.gov.au/policiesandguidelines/SensitiveSpeciesPolicy.htm
CAMBA	If the species is listed on the China-Australia Migratory Bird Agreement. www.environment.gov.au/biodiversity/migratory/waterbirds/bilateral.html
Fauna Keeper Class	Those species which require a licence for people to keep. • Class 1 licence – refers to species that are easy to look after • Class 2 licence – refers to species that are rare an more difficult to keep

	www.environment.nsw.gov.au/wildlifelicences/
JAMBA	If the species is listed on the Japan-Australia Migratory Bird Agreement. www.environment.gov.au/biodiversity/migratory/waterbirds/bilateral.html
ROKAMBA	If the species is listed on the Republic of Korea-Australia Migratory Bird Agreement. www.environment.gov.au/biodiversity/migratory/waterbirds/bilateral.html

- To search on another species, click on the Search Again button.

You will be returned to the **Species Maintenance Search** page.

Species Maintenance page for **FLORA** (e.g. ***Waratah***).



The (flora) **species maintenance** page contains details for taxonomy and legal status, as detailed in Table 4.

Table 4 - Flora species maintenance fields

Field	Description
Species type	Flora.
Layer	The geographic layer type by which the species' spatial distribution is defined.
Currently Accepted	Refers to whether this species is the most current taxonomy. ***Yes*** indicates this species is the current taxonomy; ***No*** indicates this species is a synonym of another species.
Species code	The unique code assigned to the species by OEH. Note that fungi species are grouped under flora and are prefaced by the letter 'F'.
Scientific Name	The Scientific name.
Taxon Code	The unique species code.
Taxon Name (Search)	If the species is a synonym of another species, this field will contain the unique species code of the most current name.

Latest Taxon code	If the species is a synonym of another species, this field will contain the unique species code of the most current scientific name by which this species is known. This will only differ from the Taxon Code if the name has changed more than once.
Latest Taxon	If the species is a synonym of another species, this field will contain the most current scientific name by which this species is known.. This will only differ from the Taxon Name if the name has changed more than once.
External SpeciesID	Where another organisation lists the species under a different unique code.
PATN Label	A unique eight character code generally made up of the first four letters of the Genus and the first four letters of the Species. Used to allow statistical analysis of flora survey data to be undertaken.
Genus Name	The Genus name.
Species Name	The Species name.
Subspecies Rank	The Subspecies rank.
Subspecies Name	The Subspecies name.
Is Hybrid	If the species is a hybrid (i.e. the offspring of genetically different parents, usually applied where the parents are of different species).
Hybrid Rank	If the species is a hybrid, the rank term
Is Cultivar	If the species is a cultivar (i.e. a variety developed in cultivation).
Cultivar Rank	If the species is a hybrid, the rank term.
Authority	The name of the person responsible for describing the taxon.
Family Name	The Family name.
Order	The Order name.
Class	The Class name.
Synonyms	Any other scientific names by which this species has been previously known.
Taxonomy	The taxonomic reference from which the details of this species taxonomy were obtained (e.g. taxonomic website, scientific journal).
Common Name	The main common name by which this species is known.
Other Common Names	Any other Common names by which this species is known.
Bio Status Name	The species' biological status in NSW.
General Type	The general category to which the species belongs.
TSC Act	If the species is listed under the *Threatened Species Conservation Act 1995* (TSC Act), one of the following legal status listings will display; • E – Endangered • E2 - Endangered population • E4 - Presumed Extinct • E4A - Critically endangered species • V - Vulnerable www.legislation.nsw.gov.au/maintop/view/inforce/act+101+1995+cd+0+N
Date Listed	If the species is listed under the TSC Act, the date the species was gazetted.
Commonwealth Status	If the species is listed under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act), one of the following legal status listings will display; • CD - Conservation dependant • CE - Critically endangered • E – Endangered • V – Vulnerable • X – Extinct • XW - Extinct in the wild www.environment.gov.au/epbc/about/index.html

CITES Status	The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is an international agreement between governments. Listing is either; • Appendix I • Appendix II • Appendix III www.cites.org
NPWS Status	If the species is listed under the *NSW National Parks and Wildlife Act 1974* (NPW Act), the following legal status listings will display; • P13 – Protected Plants www.legislation.nsw.gov.au/maintop/view/inforce/act+80+1974+cd+0+N
Sensitivity Class	If the species is listed under OEH's Sensitive Species Data Policy, one of the following will display; • Sensitivity Class 1 • Sensitivity Class 2 • Sensitivity Class 3 www.environment.nsw.gov.au/policiesandguidelines/SensitiveSpeciesPolicy.htm
NPWS Flowers	A subset of P13 (protected plants), as listed under the *NSW National Parks and Wildlife Act 1974* (NPW Act) www.legislation.nsw.gov.au/maintop/view/inforce/act+80+1974+cd+0+N
NPWS Foliage	A subset of P13 (protected plants), as listed under the *NSW National Parks and Wildlife Act 1974* (NPW Act) www.legislation.nsw.gov.au/maintop/view/inforce/act+80+1974+cd+0+N
NPWS Whole Plants	A subset of P13 (protected plants), as listed under the *NSW National Parks and Wildlife Act 1974* (NPW Act) www.legislation.nsw.gov.au/maintop/view/inforce/act+80+1974+cd+0+N
Extent type	Coding pertaining to species identified in Rare or Threatened Australian Plants. See Briggs, J.D. and Leigh, J.H. (1995) *Rare or Threatened Australian Plants, Revised Edition*, C.S.I.R.O Publishing, Victoria.
Conservation type	Coding pertaining to species identified in Rare or Threatened Australian Plants. See Briggs, J.D. and Leigh, J.H. (1995*) Rare or Threatened Australian Plants, Revised Edition*, C.S.I.R.O Publishing, Victoria.
Adequacy type	Coding pertaining to species identified in Rare or Threatened Australian Plants. See Briggs, J.D. and Leigh, J.H. (1995) *Rare or Threatened Australian Plants, Revised Edition*, C.S.I.R.O Publishing, Victoria.
Threat type	Coding pertaining to species identified in Rare or Threatened Australian Plants. See Briggs, J.D. and Leigh, J.H. (1995) *Rare or Threatened Australian Plants, Revised Edition*, C.S.I.R.O Publishing, Victoria.

8. Glossary

Atlas

The Atlas of NSW Wildlife. This is a composite database composed of records from the constituent modules; i.e. the Atlas module, VIS Flora survey module and Fauna survey module.

CAPS

Census of Australian Plant Species taxa. A unique identification code for individual plant species, as maintained by the NSW Office of Environment and Heritage.

CAVS

Census of Australian Vertebrate Species taxa. A unique identification code for individual vertebrate species, as maintained by the Department of Sustainability, Environment, Water, Population and Communities.

Custodian

Typically the Licensee of an Atlas data licence agreement, or the signatory of an Atlas data provider agreement. They are identified as the person/organisation primarily responsible for data saved within a dataset.

Dataset

Within the Atlas there are various types of users, each with different access rights. The access rights (i.e. view or edit) that individual users have for particular records are defined at the dataset level.

Module

The Atlas of NSW Wildlife is a composite database comprising different systems, referred to as Modules, including:

- Atlas sightings
- Fauna survey
- VIS flora survey.

Observer

The name of the person who sighted/recorded a species.

OEH

The Office of Environment and Heritage. The body of the NSW state government responsible for maintaining the Atlas. The OEH sits within the Department of Premier and Cabinet.

Pop-up

Distinct windows that appear on screen allowing for data entry, review, or to convey information regarding successful saves. Working within a pop-up does not mean that you have navigated from the page previously being viewed, consequently your session timer will *not* be reset while working within a pop-up.

Sensitive species data policy

This policy lists species identified as sensitive to disturbance and exploitation and restricts the supply of precise locational information about these species. Further information is available via the Policy link;
www.environment.nsw.gov.au/policiesandguidelines/SensitiveSpeciesPolicy.htm

WDU

The Wildlife Data Unit, refers to the section within the OEH that is responsible for the maintenance of the Atlas application and the composite modules. If you have any queries regarding the Atlas database, the WDU should be your first point of contact – atlas@environment.nsw.gov.au.

WLMU

The Wildlife Licensing and Management Unit, refers to the section within the OEH that manage wildlife and scientific licences.